Shopping Lists (Premium Only)

A new feature for our Pro-Store clients is the Shopping List option. Now you can offer your customers the ability to create Shopping Lists which they can then share with their friends and family. Each customer can create up to ten lists they can name, manage, and share. As the store owner you can view these lists at any time.
NOTE: Only shopping lists made visible by the customer will show up on the shopping list search.

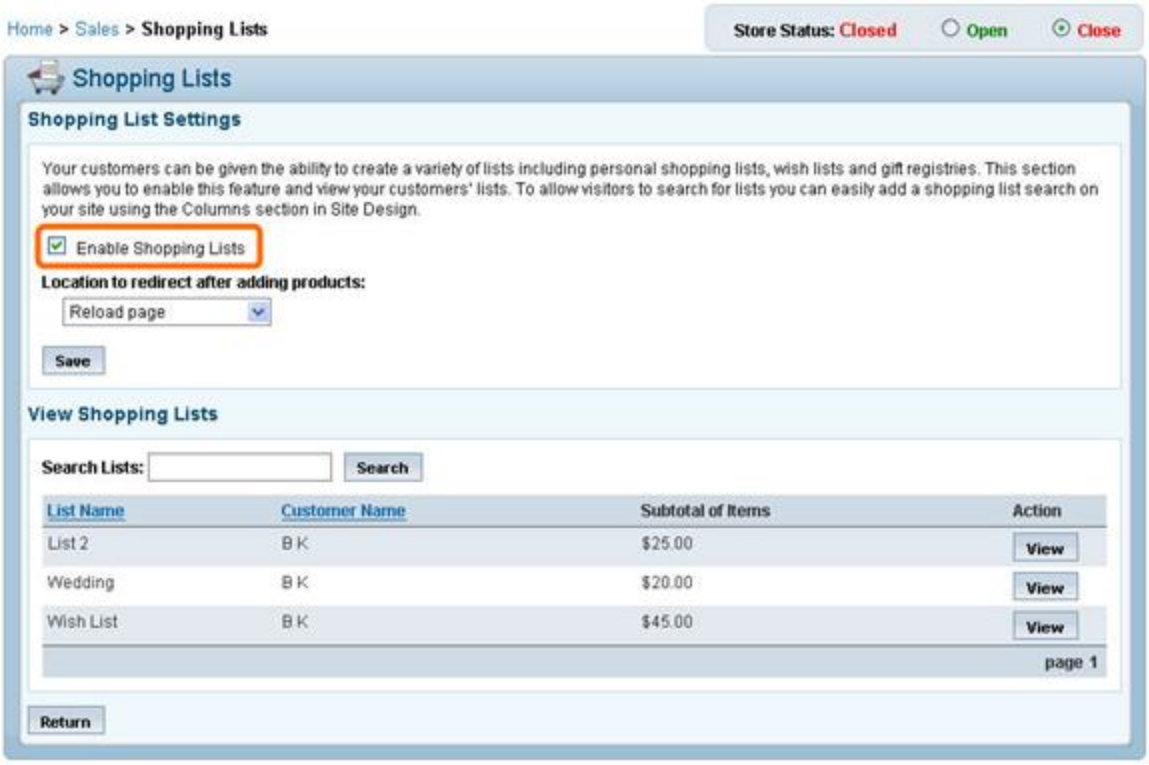
Enabling the Shopping List feature:

The Shopping List option is initially turned off for new sites but is easy to enable.

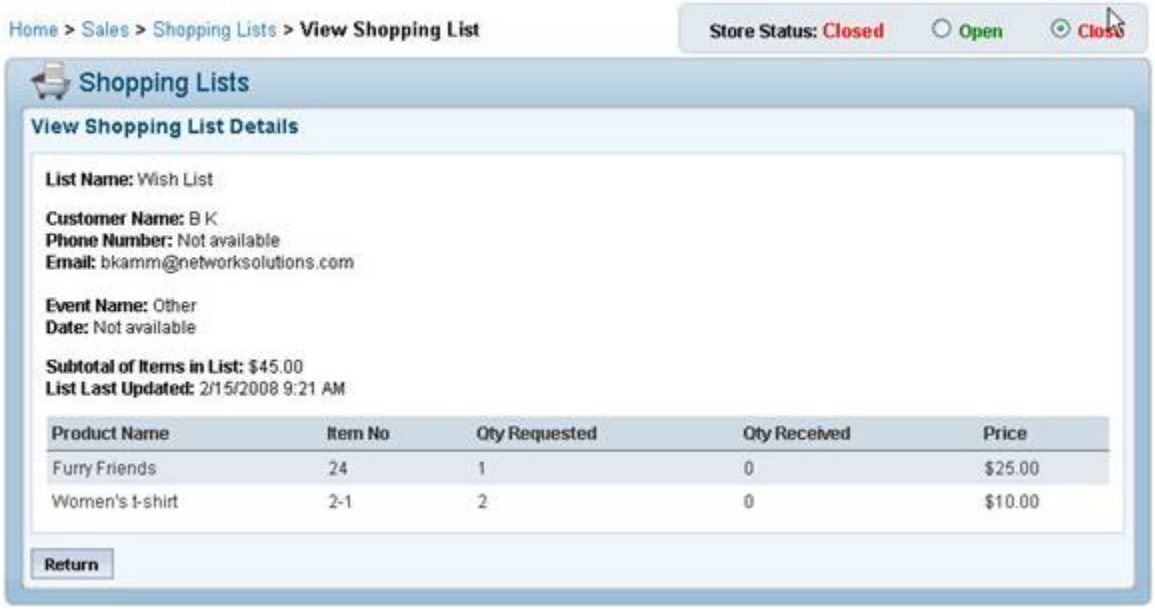
- Click on the Sales tab of the Main Control Panel and click on the Shopping Lists link.

Home > Sales
Store Status: Closed
Open
Close
Sales
Shopping Carts
View your customers live and abandoned shopping carts.
Order Statuses
Customize the steps used in order processing or specify order Email notifications.
Customer Groups
Create customer groups for giving group discounts or sending targeted emails to your customers.
Reports
View order totals, products sold, sales tax, shipping costs, and more.
Orders
View and manage new orders, edit existing orders, and more!
Customers
View and manage customer profile information.
Shopping Lists
View customer shopping lists, wish lists, and gift registries.

- On the Shopping List Settings page, click the **Enable Shopping Lists** check box. When your customers create their shopping lists you can search through and view them here.


Home > Sales > Shopping Lists
Store Status: Closed Open Close
Shopping Lists
Shopping List Settings
Your customers can be given the ability to create a variety of lists including personal shopping lists, wish lists and gift registries. This section allows you to enable this feature and view your customers' lists. To allow visitors to search for lists you can easily add a shopping list search on your site using the Columns section in Site Design.
Enable Shopping Lists
Location to redirect after adding products:
Reload page
Save
View Shopping Lists
Search Lists:
Search
List Name
Customer Name
Subtotal of Items
Action
List 2 B K $25.00 View
Wedding B K $20.00 View
Wish List B K $45.00 View
page 1
Return

- Click on **View** to display the **Product Name**, **Item Number**, **Quantity Requested**, **Quantity Received**, and **Price** of each item on the particular shopping list.



When the "Enable Shopping Lists" function is selected all of your product detail pages display an "Add to a new shopping list" option that your customers may click to create their shopping lists. Each customer may create up to ten shopping lists with an unlimited number of items in each list.

Got friends?

Customers can manage their shopping lists from their account management page. If they haven't yet registered with the site, they must do so in order to create and share their shopping lists.

Inventory

Inventory Overview

From the **Inventory** page you can create categories and products, create manufacturers, and create variation templates to apply to products.

Standard E-Commmerce

Shown below is the Inventory tab for the Standard Ecommerce software which includes: Categories, Products, Manufacturers, Variation Templates, and Personalization Templates.

Inventory
Categories
Create categories to organize your products.
Products
Create and manage your store's products.
Manufacturers
Add information about your products' manufacturers.
Variation Templates
Create templates to quickly add common differences such as size, color, or material across multiple products.
Personalization Templates
Create templates to quickly add common personalization questions across multiple products.

Premium Ecommerce

Shown below is the Inventory tab for the Premium Ecommerce software which includes: Categories, Products, Manufacturers, Gift Certificates, Warehouses, Variation Templates, Personalization Templates, Bulk Price Adjustments, Products Reviews, Product Feeds, and Product Attributes.

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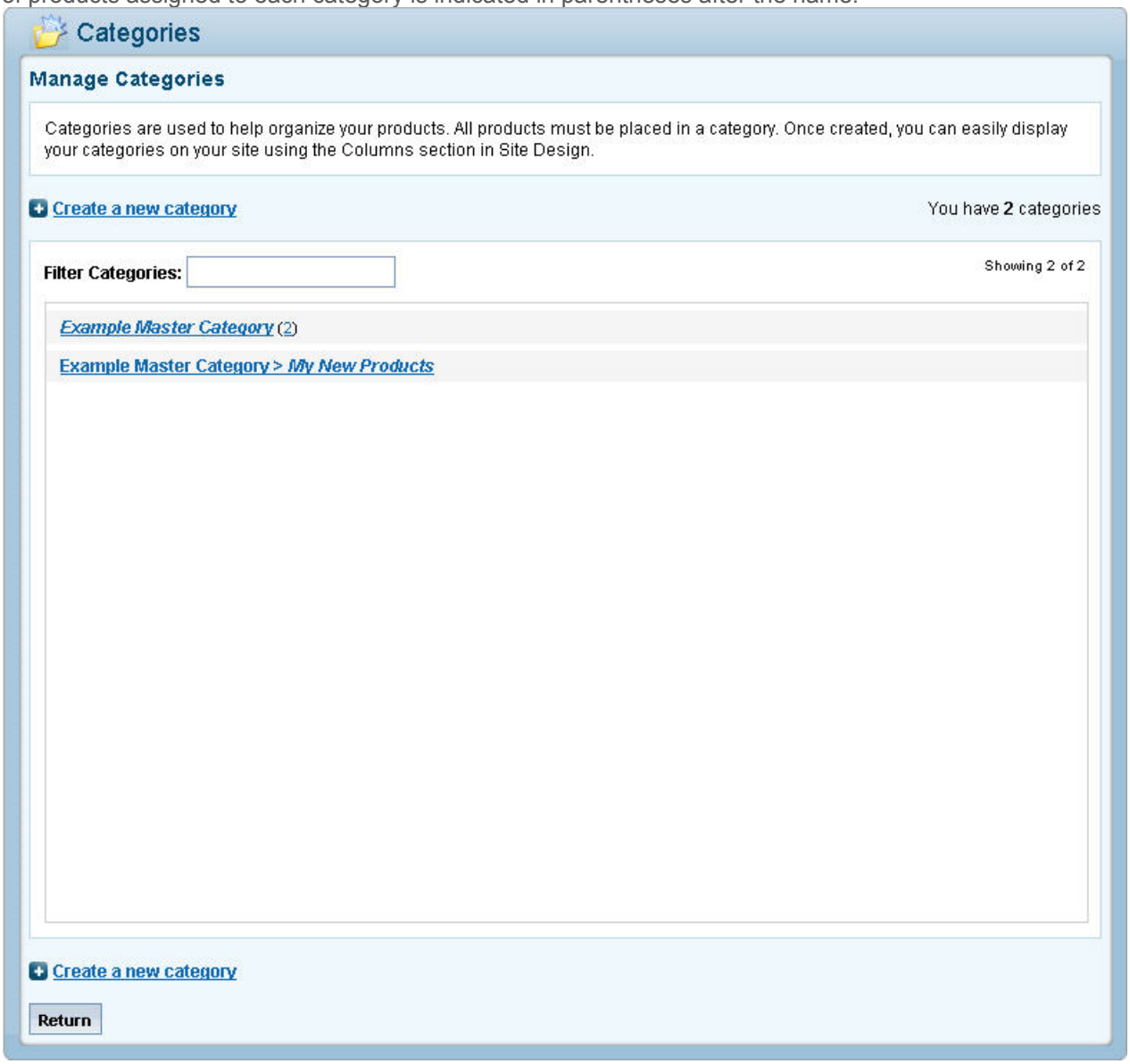
Categories

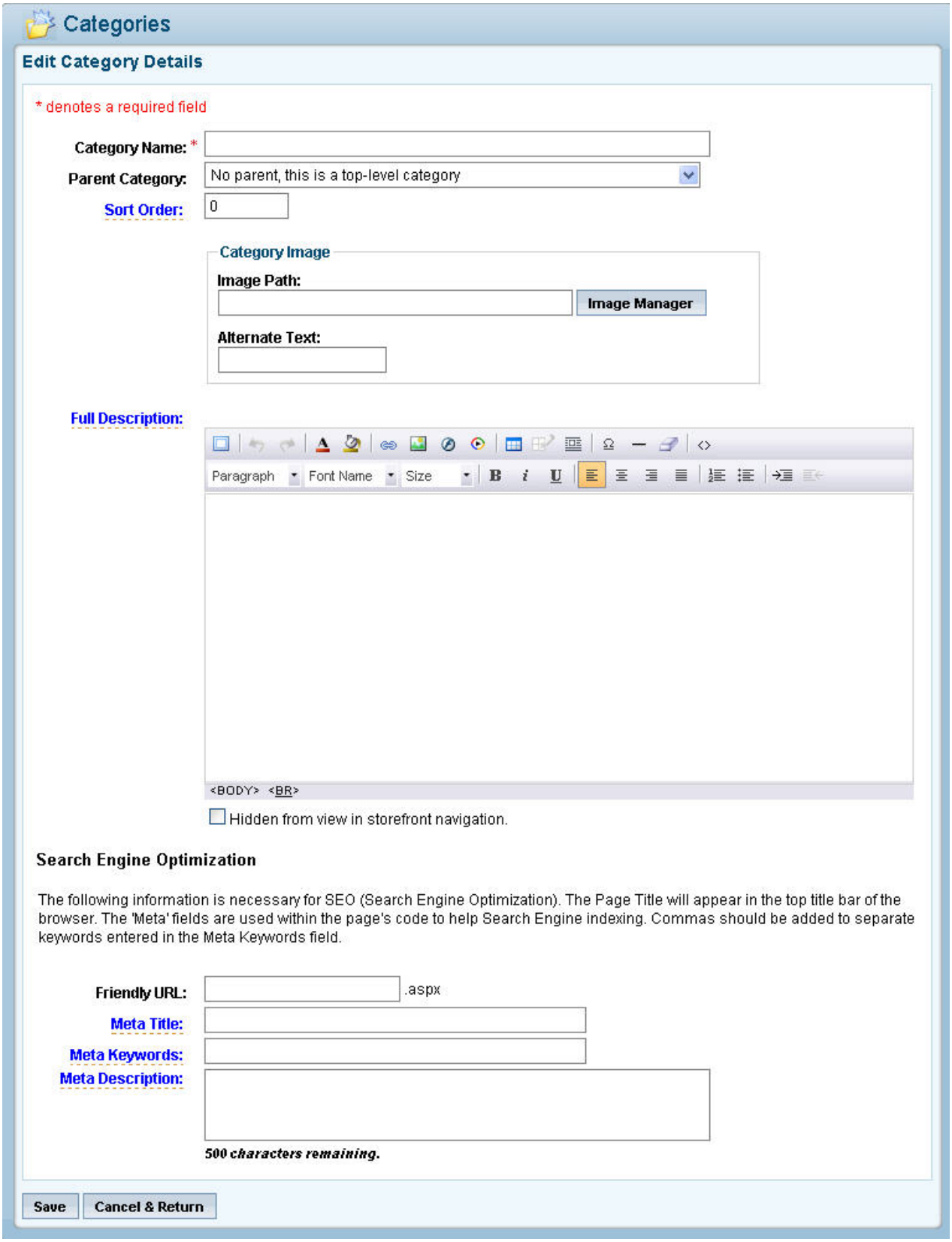
The **Category Manager** menu creates and manages categories, subcategories and category wide markups. Categories appear, by default, in the left hand navigation bar.
You can have up to 2500 categories with up to five (5) levels of depth.
When categories and subcategories have been created, they display in the Category Manager according to sort order. The same order applies to the **Browse by Category** module on the storefront. The number of products assigned to each category is indicated in parentheses after the name.


Categories
Manage Categories
Categories are used to help organize your products. All products must be placed in a category. Once created, you can easily display your categories on your site using the Columns section in Site Design.
Create a new category
You have 2 categories
Filter Categories:
Showing 2 of 2
Example Master Category (2)
Example Master Category > My New Products
Create a new category
Return

To create a new category, click on the **Create a new category** link. The link will open the Edit Category Details page.

Category Details Page

Click **Create a new category** and enter the Category Details Page. Enter detailed information in this page on each category you create.


Categories
Edit Category Details
* denotes a required field
Category Name: *
Parent Category:
No parent, this is a top-level category
Sort Order:
0
Category Image
Image Path:
Image Manager
Alternate Text:
Full Description:
Paragraph
Font Name
Size
<BODY>
Hidden from view in storefront navigation.
Search Engine Optimization
The following information is necessary for SEO (Search Engine Optimization). The Page Title will appear in the top title bar of the browser. The 'Meta' fields are used within the page's code to help Search Engine indexing. Commas should be added to separate keywords entered in the Meta Keywords field.
Friendly URL:
.aspx
Meta Title:
Meta Keywords:
Meta Description:
500 characters remaining.
Save
Cancel & Return

To Create a new Category:

1. Enter text in the **Category Name** field.
2. Select the desired option from **Parent Category** drop-down menu.
3. Enter a number in **Sort Order** to determine where the category appears in the sort order.
4. Enter text in **Full Description**.
5. Modify your text as desired using the WYSIWYG editor.

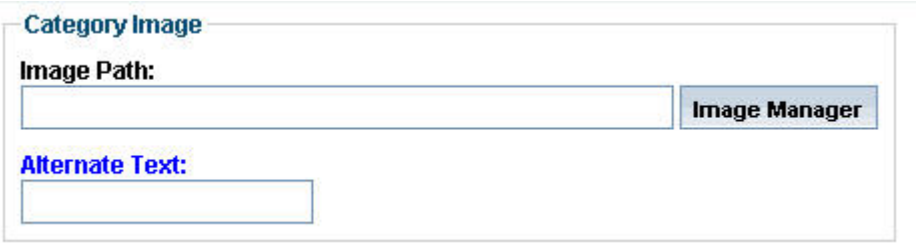
Alternatively, if you wish to modify HTML, you can also click on View/Edit Source code button <> . You can find this button in the button bar at the top of the Full Description text area.

6. Enter the Search Engine Optimization information as you think is appropriate. (Friendly URL and Meta fields).
7. Click **Save** at the bottom of the screen to save the details on this category.

Repeat this process for each category and sub-category you wish to create.

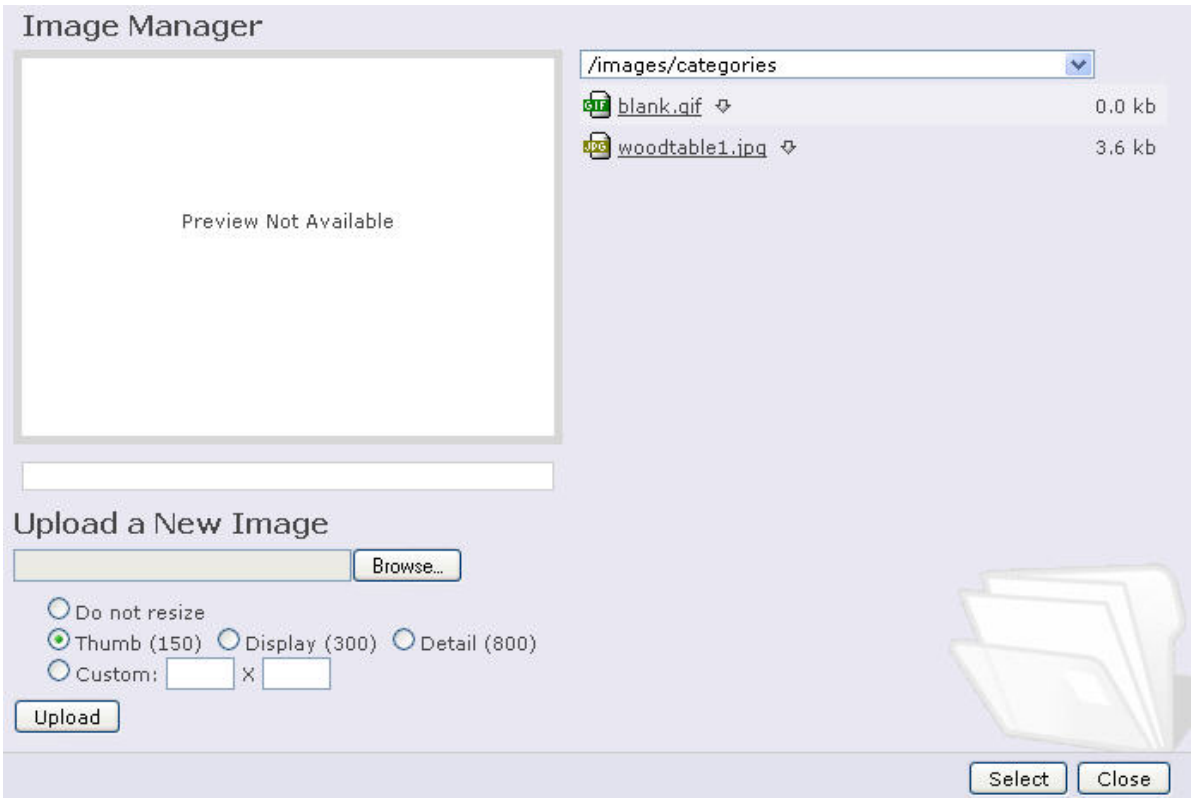
Category Images

You can use an image for your categories. This image will display under the link to the category it's assigned to when viewing the category's parent category.
NOTE: Assigning a Parent Category image will override the category images for all categories underneath it.



To Assign a Category Image:

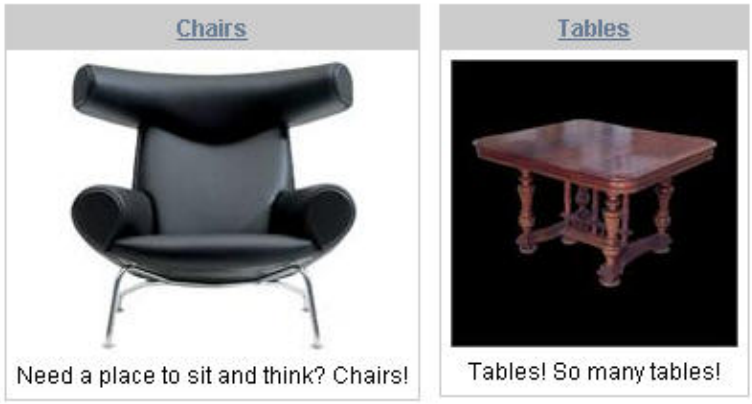
1. Click the **Image Manager** button. This will open the Image Manager in a popup screen.



2. You can upload a new image to your site by clicking the **Browse** button. This will allow you to find your desired image file and upload it to your site. You can also specify if this will be a thumbnail, display, detail or custom sized image.
3. Once you've selected the image you wish to use, click the **Upload** button. The image will be uploaded to your site and appear on the right column of images. If you already have an image on your site you wish to use, you can select the drop-down and find your image on your site.
4. Select your desired image from the list of images on the right. A preview of your image will appear in the Image Preview window.
5. Click the **Select** button. The path for your category image will be in the image path text box. If you wish, you can enter Alternate Text that will appear when a customer hovers their mouse pointer over the image.
6. Click the **Save** or **Save & Return** button at the bottom of the Edit Category Details page.

The category image will appear for sub-categories when you are viewing the parent category. Images for Master Categories do not appear. Once you've saved the changes to your category, you can view them by clicking the **Preview Category on the Storefront** button at the top of the Edit Category Details page.

For Example:
The master category "Furniture" contains two sub-categories; "Chairs" and "Tables". The images for the subcategories appear when you look at the Master Category "Furniture". Any products in the master category "Furniture" that is in a subcategory will be displayed below the two subcategories. Your customers can click on the category images to be taken into that category to view your products.



Field Level Detail

The following list describes the fields of the Category Details screen.

- **Category Name:** This is the title of the Category as it will display on the store
- **Parent Category:** Categories can either be created as a main level category or as a subcategory of an existing category.
- **Sort Order:** A number that controls the order in which Categories are displayed on the storefront. A Sort Order of zero displays at the top of the list, higher numbers display lower on the list.
- **Category Image:** This image will display in the master category page for the assigned sub-category. You can click this image to be taken into the category to see either the sub-categories or products contained in the category. **NOTE:** Master Categories cannot have category images.
- **Alternate text:** Descriptive text for the logo.
- **Short Description (subcategories only):** Text summary of your Category, which displays to customers while navigating Categories and Subcategories in your store.
- **Full Description:** Informative text review of your Category.
- **Hidden When enabled:** This category and all of the products associated with it will be hidden from view on the storefront.
- **Friendly URL:** URL in which the query string is replaced by some meaningful identifier for your pages; makes it easier for search engines to index your pages. It also makes it easier for your users to remember the URL.
- **Page Title:** The text entered in this field can be seen at the top of the web browser window and search engine listings, helping search engines determine your web page relevancy for certain keyword phrases.
- **Meta Keywords:** The text entered in this field allows you to provide additional text for crawler-based search engines to index along with the text of your store pages. Enter words or phrases separated by commas.
- **Meta Description:** The text entered in this field can allow you to influence the description of your page in the crawler-based search engines supporting this tag.

When you have finished entering your information for your new category, you can now add new products and assign them to your new category.

Manufacturers

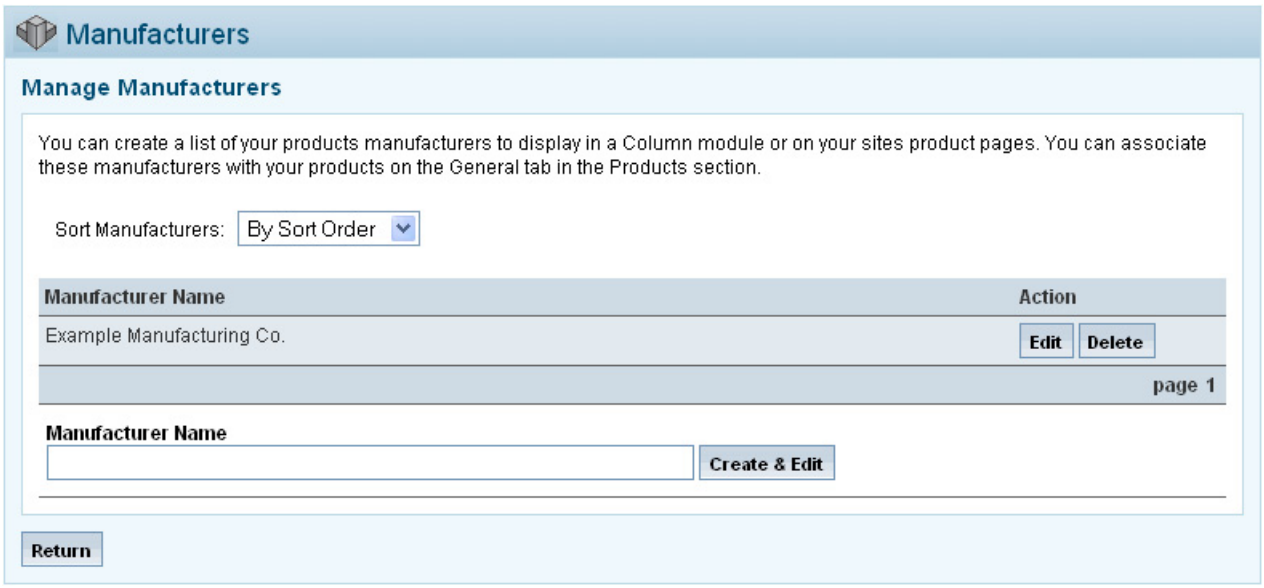
Manufacturers are the producers of the products that you sell. You can use Manufacturer branding to help let customers know the quality of the products that you sell in your store.

Using the Manufacturer Manager

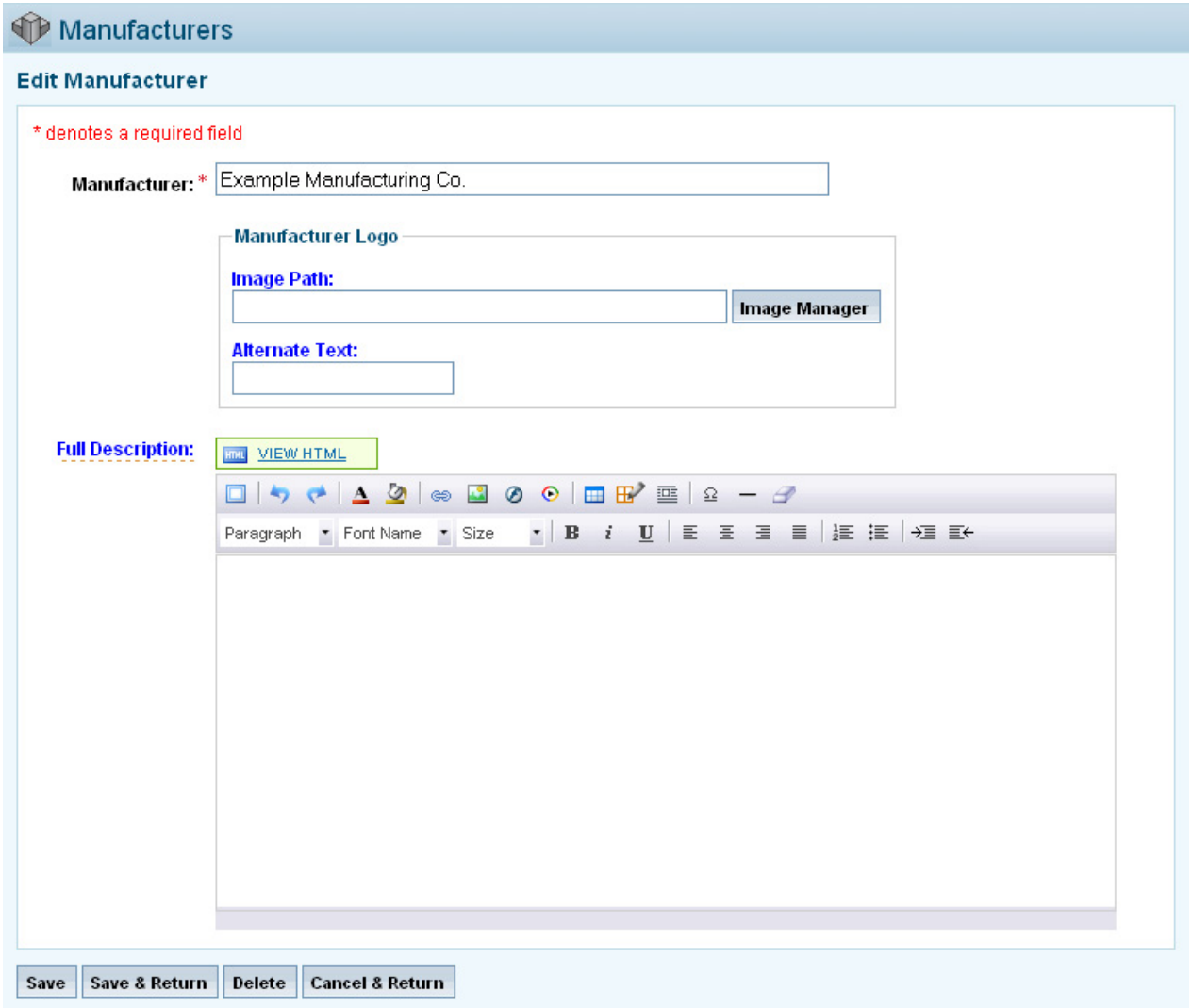
If you would like to associate your products with the manufacturer, individual manufacturers can be added to the Control Panel.

To add a manufacturer:

- Navigate to the **Inventory** tab and select **Manufacturers.**


Manufacturers
Manage Manufacturers
You can create a list of your products manufacturers to display in a Column module or on your sites product pages. You can associate these manufacturers with your products on the General tab in the Products section.
Sort Manufacturers:
By Sort Order
Manufacturer Name
Action
Example Manufacturing Co.
Edit
Delete
page 1
Manufacturer Name
Create & Edit
Return

- Click on **Create a new manufacture**r to go to the Edit Manufacturer page.



From this page you can name the Manufacturer, add an image associated with that manufacturer, and a description. Alternate text can be entered specific to that Manufacturer's logo, which is visible in certain browsers when you hover over it with a mouse.

Manufacturer

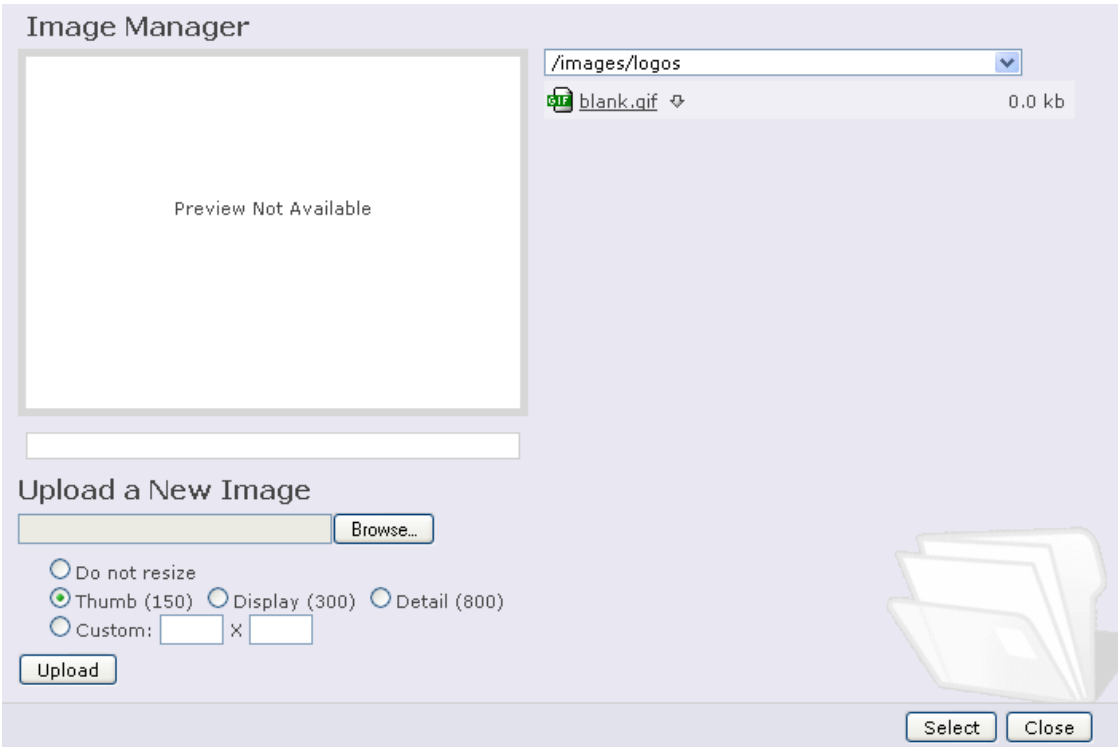
- Enter the name of the Manufacturer (up to 150 characters).

Manufacturer Logo

- Use this field to add a manufacturer's logo. This logo will be displayed on the detailed product description page above the product image. Click the **Image Manager** button to open the Image Manager.

To add a Manufacturer Logo:

- Click the **Image Manager** button. This will open the Image Manager.



- Navigate to the desired image on the left by clicking the **Browse button**.
- The path to your file will appear in the "Upload a New Image" text box.
- Select the desired image size or specify a custom image size.
- Click the **Upload** button.
- Your Image will now appear on the right column, which displays all of the images in your */images/logos* folder on your site.
- Select your image and click the **Select** button at the bottom of the Image Manager. This will close the Image Manager and return you to the Manufacturer Edit page.

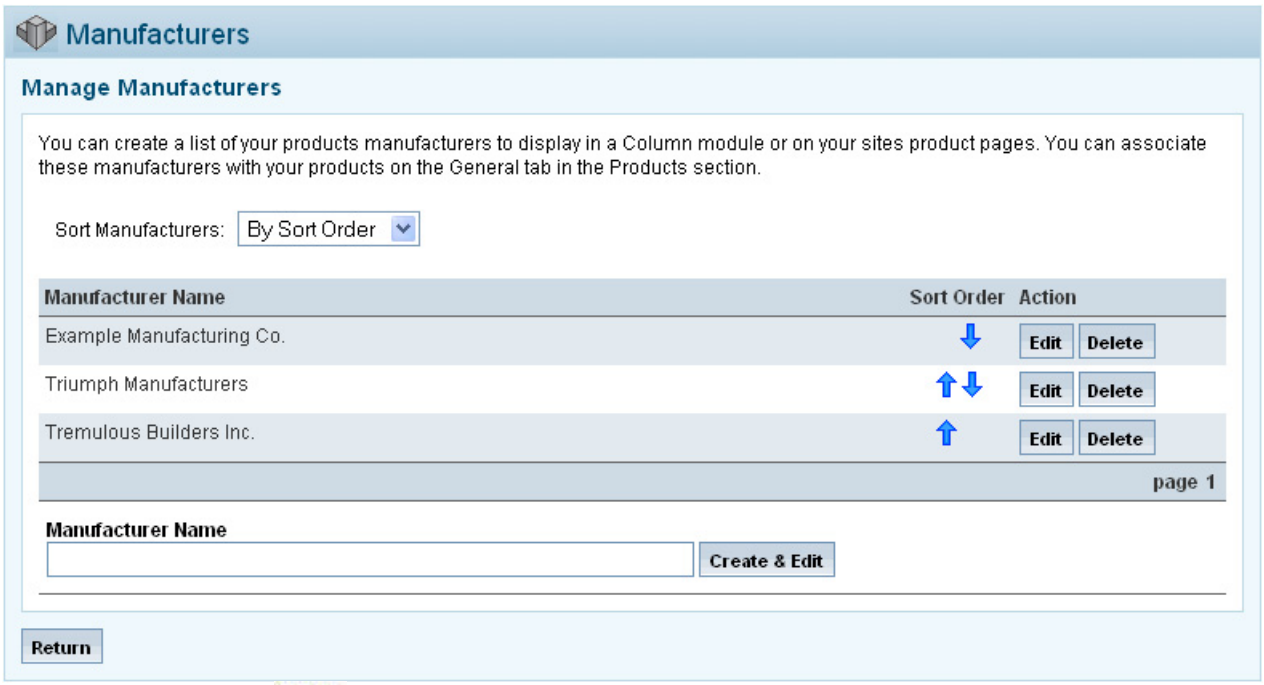
Alternate Text

- Use this to include explanatory text that will be seen in place of the logo when the logo image cannot be displayed (i.e. the customer has images turned off to make page loading time quicker).

Full Description

- Use this text box to add a description of the manufacturer. This description will display to your customers when they look at a product by this manufacturer. You can also add images to your full description.

Once you have completed entering all manufacturer information, click **Save,** which returns you to the Manufacturers menu with the manufacturers listed.

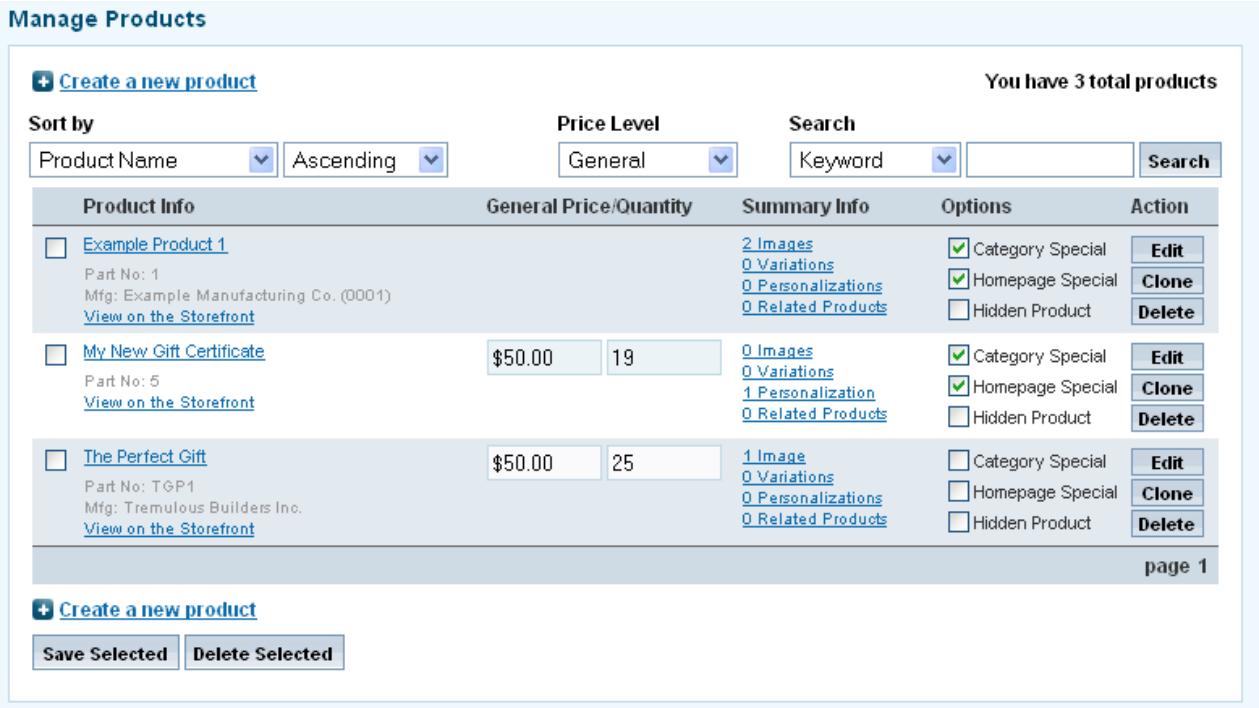


The Sort Order arrows allow you to rearrange the order in which the manufacturers display in the **Search by Manufacturer** module.

Products

The Products page is where you enter, edit, and manage your store's various products.
You can have up to 100,000 products (not including variations) and up to 500 variation options per product.
From the product list, you can see the most important details for each of your products, including the price, quantity, part number, manufacturer and manufacturer number and the options on the product. You can change some of these options without going to the product detail list (such as price, Category, and Homepage Specials) while clicking on other aspects of the product will take you to that section of the Edit Product Page (such as images, variations, personalizations, or related products.

You can search any products already listed within the Product Manager based on your Product Names. Enter at least one character within the Products name in the text field marked "Search Products" and click on the "Search" button. All products with that letter/word/phrase will display on the screen.



Click on the any of the links below to be taken to the specific page section.

- How to Add a Product
- Product Types
- Basic Product Information
- Weight
- Pricing
- Product Placement
- Product Tabs
- Free Shipping

How to Add a Product

To add a new product to your store:

- Click the **Inventory** tab at the top of the Control Panel

Inventory
Categories
Create categories to organize your products.
Products
Create and manage your store's products.
Manufacturers
Add information about your products' manufacturers.
Variation Templates
Create templates to quickly add common differences such as size, color, or material across multiple products.
Personalization Templates
Create templates to quickly add common personalization questions across multiple products.

- On the Inventory Page, click the **Products** link. This will open the Product Manager.
- Click **Create a new product** to enter the Edit Product Details page. Note that you must fill out the required fields (denoted by the red asterisk) in order to save your new product.
- Fill out the details of your product. Note that you must fill in the required fields in order to save your new product.

Adding your Product Details

The Edit Product Details page consists of several different tabs, the first of which is General, referring to the general information about your product. Once you have entered the required information for your product, you may then click on the other tabs to further detail your product.

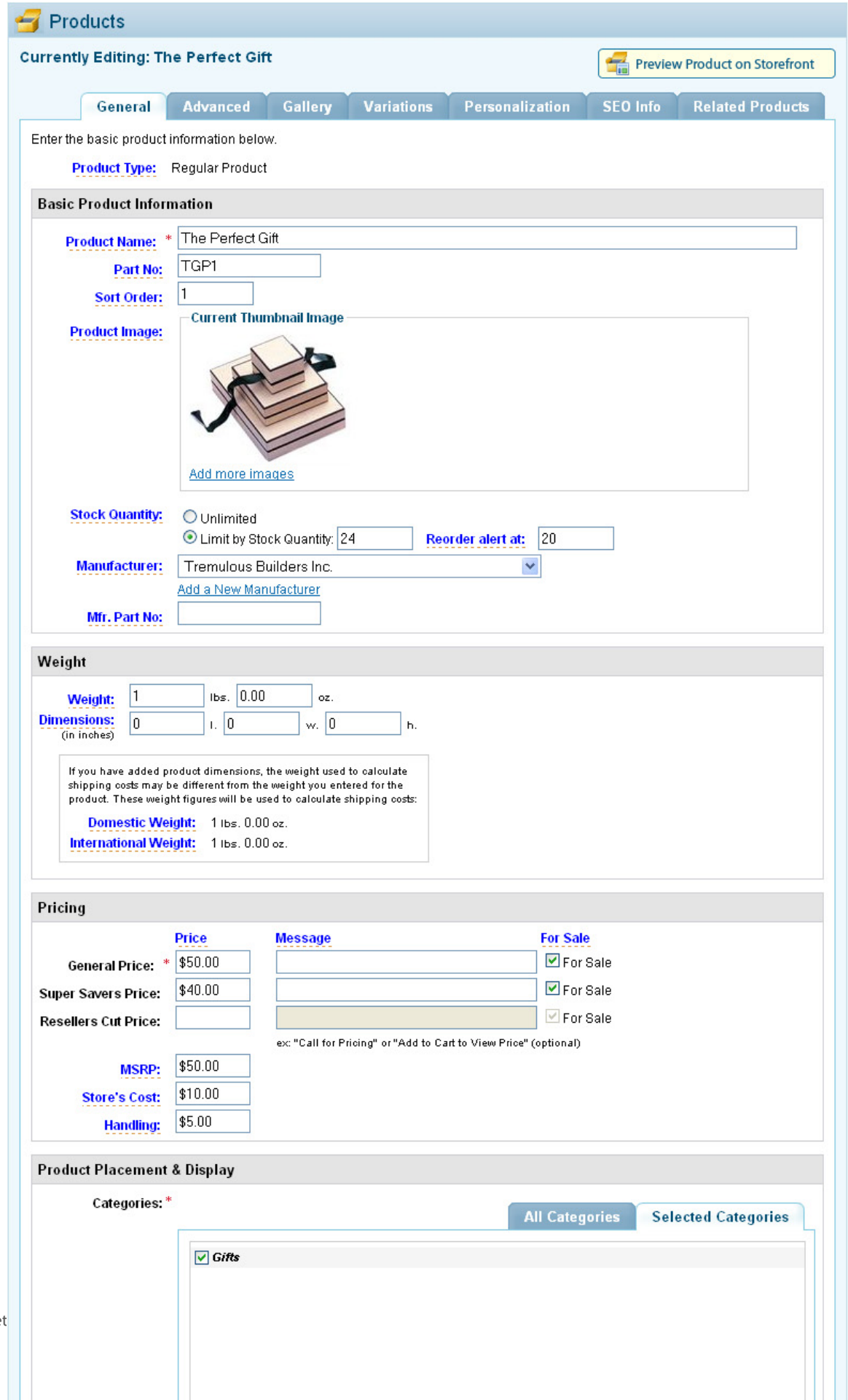
Product Types

There are three different types of products you can create in the Product Manager; Regular Products, eGift Certificates, and eProducts.

- **Regular Product -** A regular product is purchased by customers from your store via payment method and is normally shipped to the customer utilize a shipping method. Regular products usually have weight and can have variations.
- **eGift Certificate -** An eGift Certificate is a gift certificate you create for your customers to purchase for use with your store. eGift Certificates can have variations. **NOTE: eGift certificates are not the same as Gift Certificates (Inventory > Gift Certificates). An eGift certificate is purchased by the customer while a Gift Certificate is issued by the store owner.**
- **eProducts -** An eProduct is a purchased by customers from your store but is not shipped. Once the customer has successfully completed the transaction, they receive download instructions to retrieve their product.

The Edit Product Details (General) tab is split into three sections; Basic Product Information, Weight, Pricing, and Product Placement & Display. These sections are explained below.

The Edit Product Page (Click here to see the image)


Products
Currently Editing: The Perfect Gift
Preview Product on Storefront
General
Advanced
Gallery
Variations
Personalization
SEO Info
Related Products
Enter the basic product information below.
Product Type: Regular Product
Basic Product Information
Product Name: * The Perfect Gift
Part No: TGP1
Sort Order: 1
Product Image:
Current Thumbnail Image
Add more images
Stock Quantity:
Unlimited
Limit by Stock Quantity: 24
Reorder alert at: 20
Manufacturer: Tremulous Builders Inc.
Add a New Manufacturer
Mfr. Part No:
Weight
Weight: 1 lbs. 0.00 oz.
Dimensions: (in inches) 0 l. 0 w. 0 h.
If you have added product dimensions, the weight used to calculate shipping costs may be different from the weight you entered for the product. These weight figures will be used to calculate shipping costs:
Domestic Weight: 1 lbs. 0.00 oz.
International Weight: 1 lbs. 0.00 oz.
Pricing
Price
Message
For Sale
General Price: * $50.00
Super Savers Price: $40.00
Resellers Cut Price:
For Sale
ex: "Call for Pricing" or "Add to Cart to View Price" (optional)
MSRP: $50.00
Store's Cost: $10.00
Handling: $5.00
Product Placement & Display
Categories: *
All Categories
Selected Categories
Gifts

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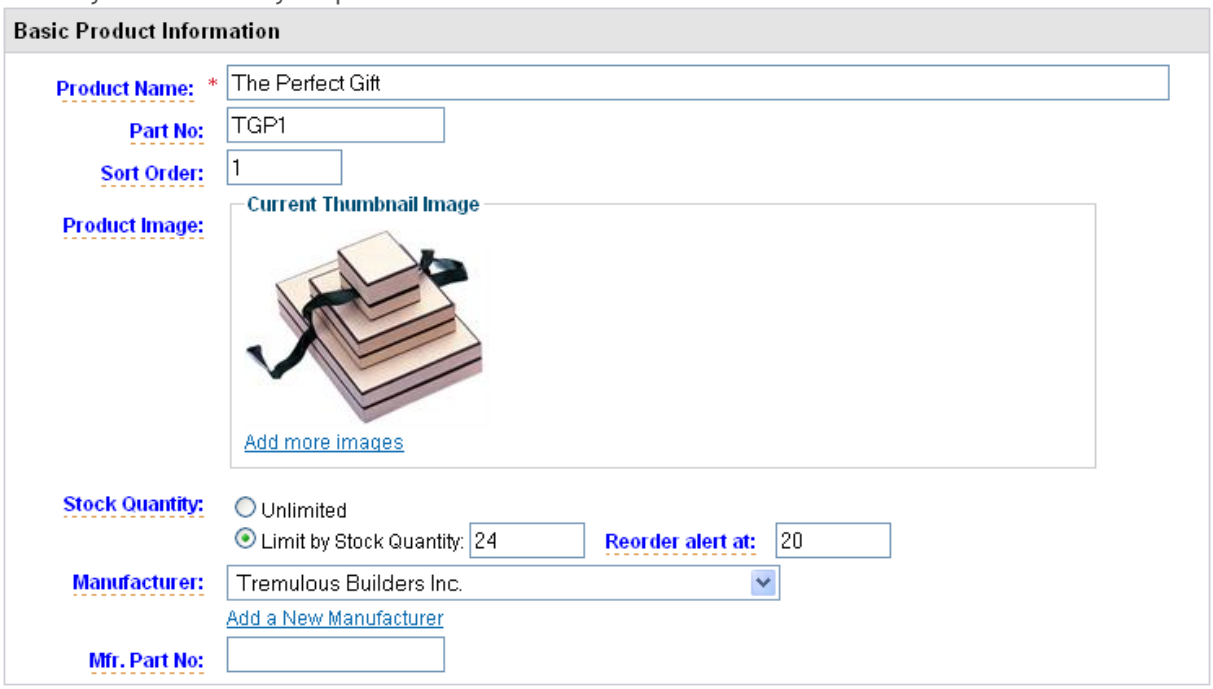
Basic Product Information

In this section you enter the most basic information about your product. Listed below are the details you can add to your product.

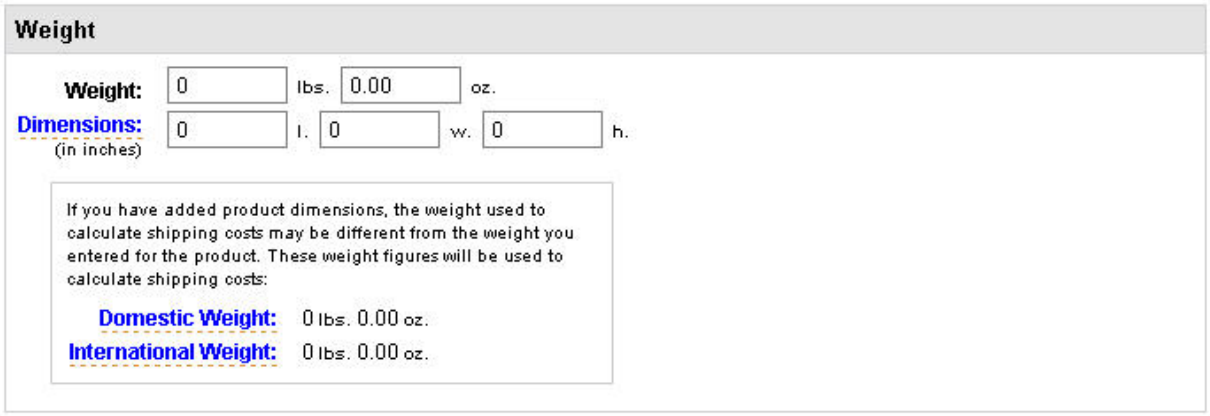


- **Product Name (Req) -** *T*he title of the product as it will display on the store.
- **Item No. -** The "stock" number that you will associate with the product.
- **Sort Order -** A number that controls the order in which Product listings are displayed. A Sort Order of zero displays at the top of the list, higher numbers display lower on the list.
- **Product Image -** When you upload an image, a thumbnail image is automatically created.
- **Stock Quantity -** The total amount of the product that you have on hand. You can also specify a quantity for a Low Inventory Alert.
- **Manufacturer -** Assign a Manufacturer who supplies this product to you. You can add a Manufacturer by clicking on the Add a New Manufacturer link underneath the drop-down list.

- **Mfr. Part No -** Assign a part number associated with the manufacturer.

Weight

Enter the weight for your product, either as pounds and ounces, or as a dimensional weight. Dimensional weights may arrive at a different weight than the actual weight that you have entered for your product. Companies will charge for whichever method arrives at the highest weight.


Weight
Weight: 0 lbs. 0.00 oz.
Dimensions: (in inches) 0 l. 0 w. 0 h.
If you have added product dimensions, the weight used to calculate shipping costs may be different from the weight you entered for the product. These weight figures will be used to calculate shipping costs:
Domestic Weight: 0 lbs. 0.00 oz.
International Weight: 0 lbs. 0.00 oz.

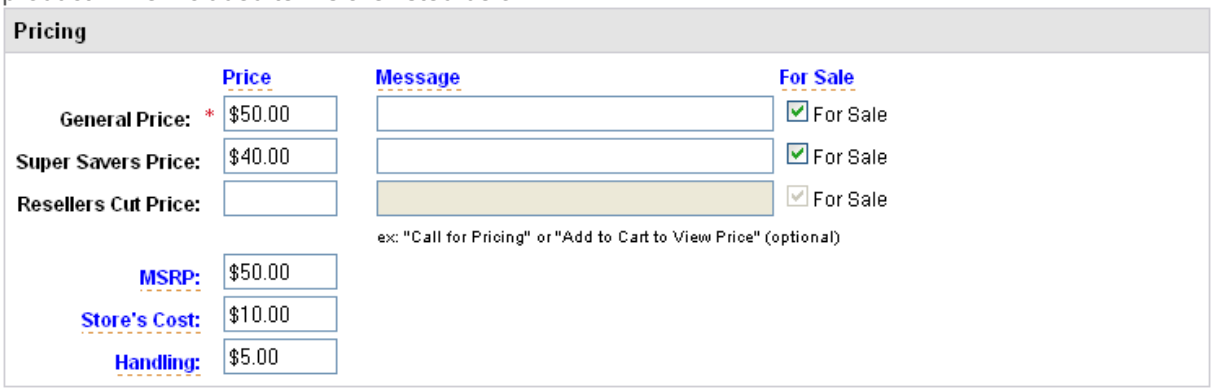
Dimensional weights are calculated as follows:

- **Domestic Weight** = (Length x Weight x Height)/194
- **International Weight** = (Length x Weight x Height)/166

NOTE: There is no need to enter decimals in the length, weight, or height fields as the shipping methods will round up to whole numbers when calculated.

Pricing

The Pricing section of the Edit Product Page allows you to set pricing at a variety of levels for your product. The included terms are listed below.

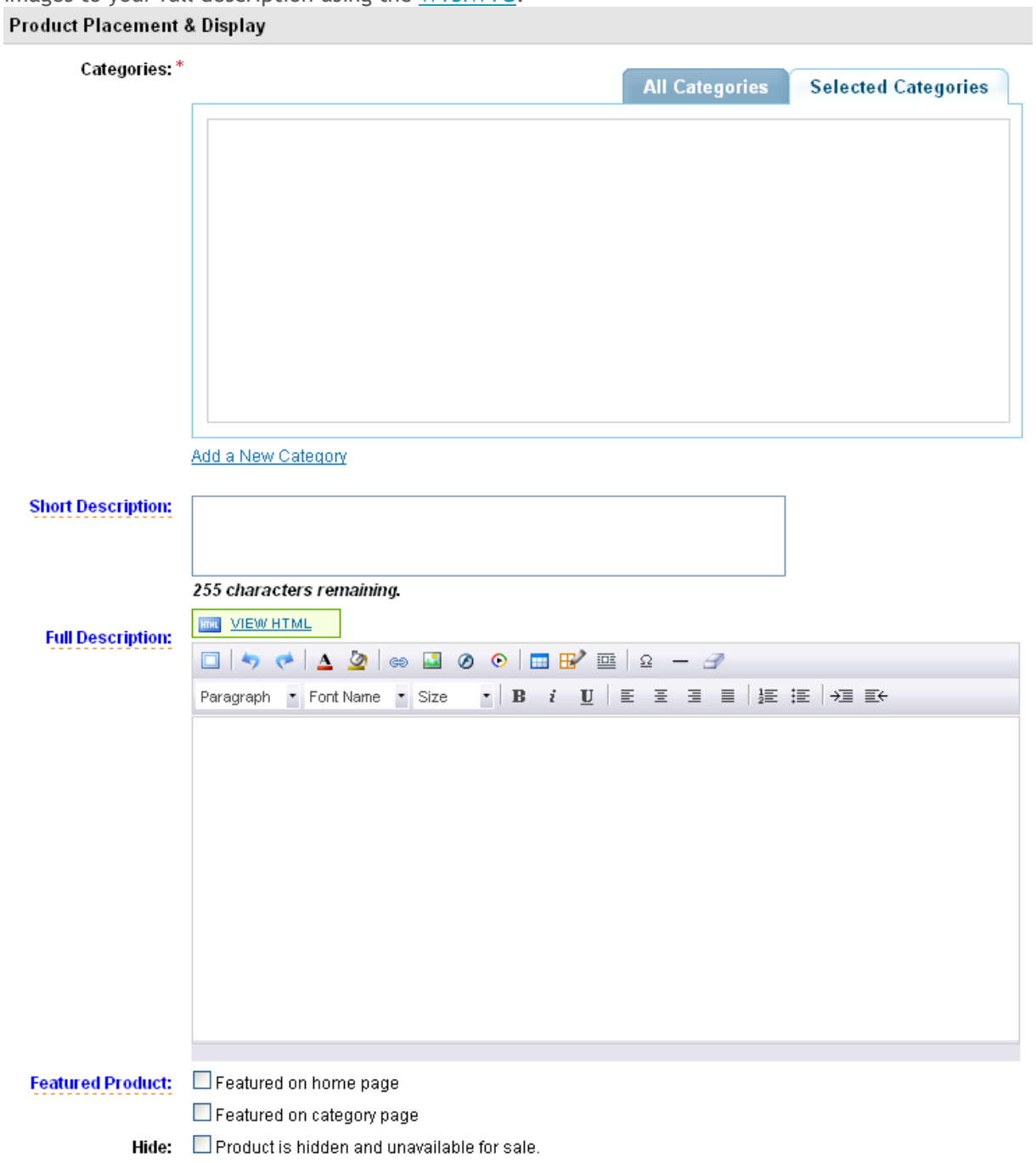


- **General Price (Req) -** This is the basic price of the product. This price is used to calculate the savings of different price levels.
- **Message -** Show a short message instead of a price on the product list and product details page. The price will show when the item is added to cart.
- **For Sale -** De-select this box if the item is only for display and not for purchase by your customers.
- **MSRP -** The Manufacturer's Suggested Retail Price.
- **Store's Cost -** The cost to the store owner of keeping the product in stock.
- **Handling -** The additional handling costs specific with this product.

Product Placement & Display

The Product Placement & Display section lets you assign your new product to categories (you can also add new categories by clicking on the Add a New Category link), create a short and full

description, designate "Featured Product" status, or hide the product completely. You can also add images to your full description using the WYSIWYG.



- **Categories -** Select the categories that you want your products to display within. You may select as many categories and subcategories for each product as you like. You may also Add a New Category by clicking the link below the Categories section.
- **Short Description -** A text summary of your Product, which displays to customers while navigating Categories and Subcategories in your store.

- **Full Description -** Informative text review of your Product, which provides customers with all of the details about your Products.
- **Featured Product -** The product can be featured on the home page or the category landing page. Designating a product as a Category special will move this project to the front of any sort order you may have setup for your products. After your products with this designation are displayed, the rest of your products will be shown according to the sort order of your products.
- **Hide? -** Select the Hide option if you wish your product to be hidden and unavailable for sale to your customers.

After you are satisfied with your new product, click Save or Save & Return to add the product to your Inventory. You can also preview your product on your storefront by clicking the Preview Product on Storefront button on the top (this image only appears when you have entered the required fields for your product and saved the product to your inventory).

If you do not wish to save your product, click Cancel & Return.

Product Tabs

The Product Edit page contains several different tabs. These tabs become accessible after the required fields in the General Tab have been entered and the product has been saved.

Each tab corresponds to a specific section your product to which you can add additional detail. These tabs are explained below.

- **General -** The General tab contains the basic information needed to initially create your product. This tab is explained in detail above.
- **Advanced** - This tab contains a variety details including:
  - Tax - Select this option if you wish your product to be Tax Free.
  - Special Shipping - Select this option if you wish your product to be Shippable, Eligible for Free Shipping, or Shipping not Required. An explanation of the Free Shipping option follows below.
  - Dimensions - Specify the dimensions of your product (in inches).
  - Order Quantity - Specify a minimum and maximum order quantity for you product.
  - In Stock Message - Specify a message to display when this item is in stock.
  - Out of Stock Message - Specify a message to display when this item is out of stock.
  - Page Layout - Set the active page layout for your product.
  - Notes - Add product notes to your product.
  - Product Attributes - Select your custom fields for internal use or to display to your customer. Learn more about Product Attributes here.
  - Discounts Applied to this product - Shows the Discounts applied to the product.
  - Warehouses/Drop Shipping - Select your Warehouse or Drop-shipper for the product or add a new warehouse.
  - Product Reviews - See the average review rating for the product.
  - Remote Add to Cart - Copy this HTML code to create a Remote Add to Cart button for this product on another website such as ImageCafe or Facebook. See more Below.
- **Image -** This tab lets you assign images to your product. Options include:

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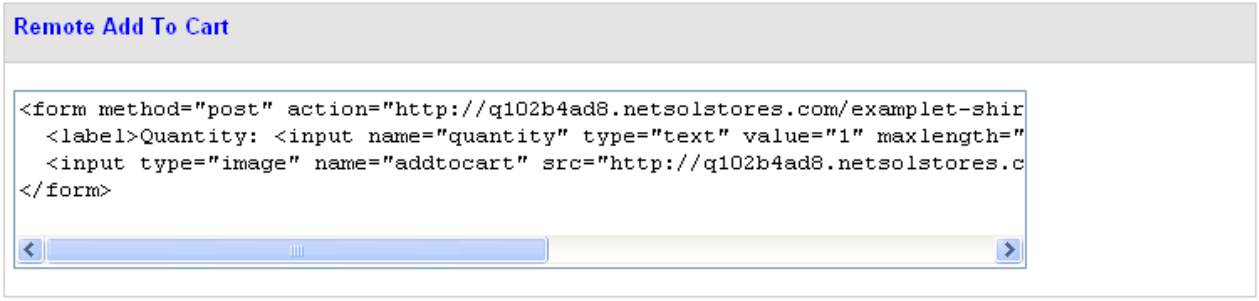
- Add a Product Image - Upload an image for use with your product. If you do not wish the store to create your display and thumbnail images for you, click the Upload Product Images Individually link.
- Edit Image - Assign an image caption or alternate text for your image.
- Thumbnail, Display, and Detail Image Path - Use these paths to specify the images for your thumbnail, display, and detail images, respectively.

- **Variations -** The Variations Tab allows you to assign variations to your products. Please note, that once a product has variations, certain product-specific items (weight, customer price, etc) will be grayed-out on the General tab as you will now manage those details in the Variations tab. For a detailed explanation on creating variation groups and options, click here.
- **SEO Info -** The SEO Info tab lets you set the information necessary for Search Engine Optimization. For more information on this tab, please click here.

Remote Add to Cart

The Remote Add to Cart feature allows you to take an HTML snippit for your product and place it on another website's HTML. This will generate a button which will automatically add this product to a shopping cart when clicked.


Remote Add To Cart
<form method="post" action="http://q102b4ad8.netsolstores.com/examplet-shir
<label>Quantity: <input name="quantity" type="text" value="1" maxlength="
<input type="image" name="addtocart" src="http://q102b4ad8.netsolstores.c
</form>

You can edit the HTML code to produce a different quantity of products when clicked.

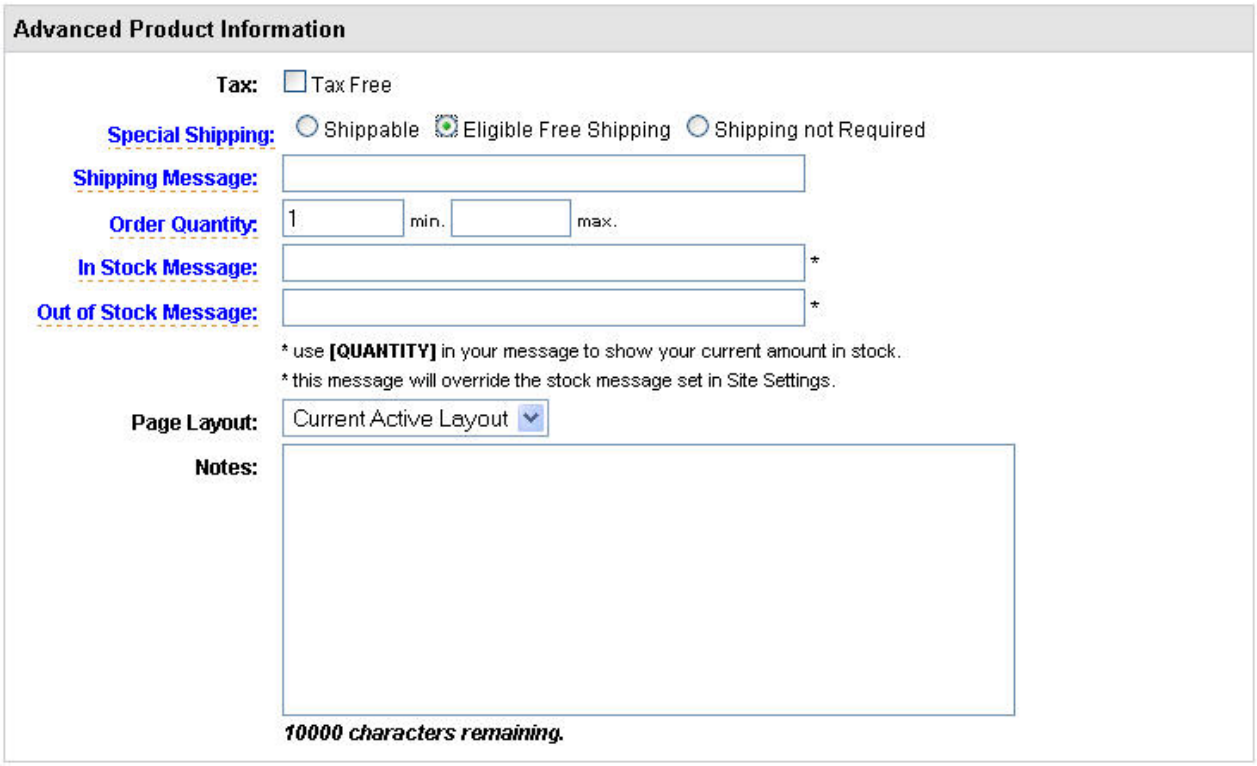
Pro-Ecommerce Tabs

The Pro-Ecommerce software contains extra tabs that provide more versatility in creating your products. These include:

- **Gallery -** This tab takes the place of the Image tab in the Ecommerce Standard Package. This tab allows you to setup an image gallery for your product. By default your additional images will be displayed in a popup window linked from the products detail page. For more information, click here.
- **Personalization -** The Personalization tab lets you add specific personalization questions to your product. For more information, click here.
- **Related Products -** This tab lets you set a number of products that will be randomly displayed as your Related Products. For more information, click here.

Free Shipping

To make a product eligible for free shipping, you must select the eligible for free shipping option in the Advanced tab of the Edit Product page.



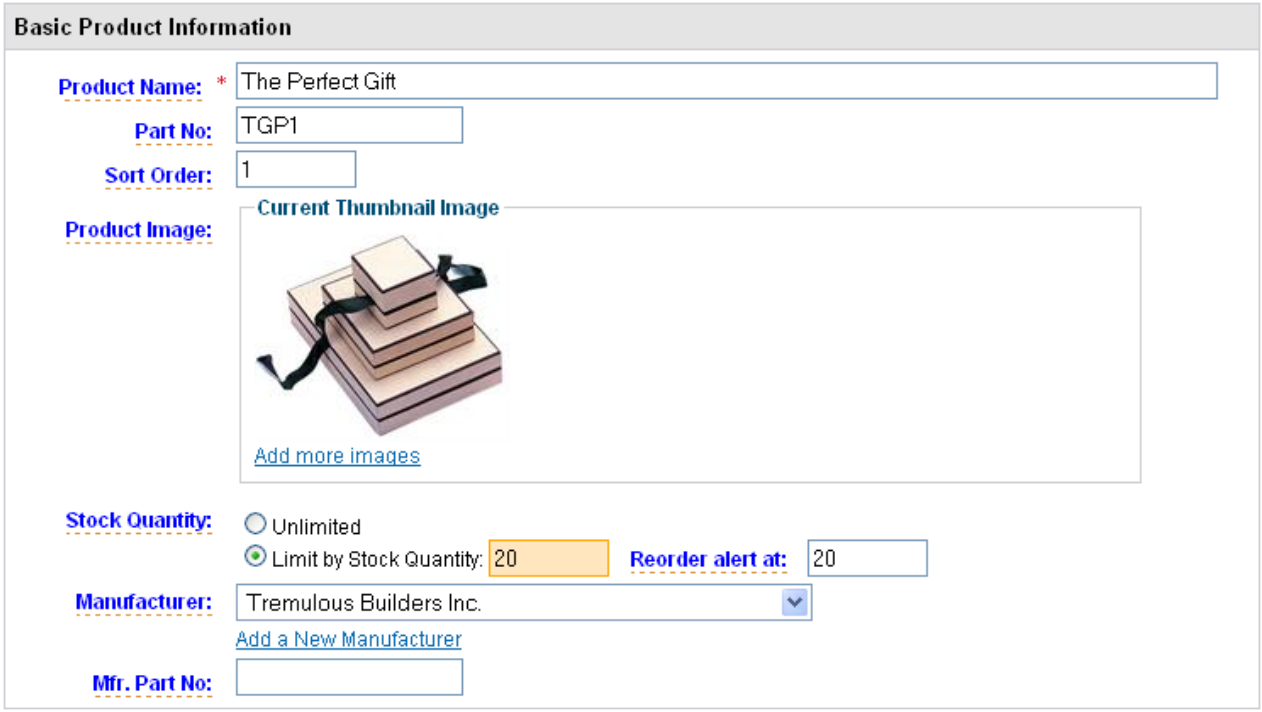
NOTE: For Free Shipping to function, you must setup a shipping method that honors free shipping. This is explained in the Shipping section of the manual.

Low Inventory Alerts

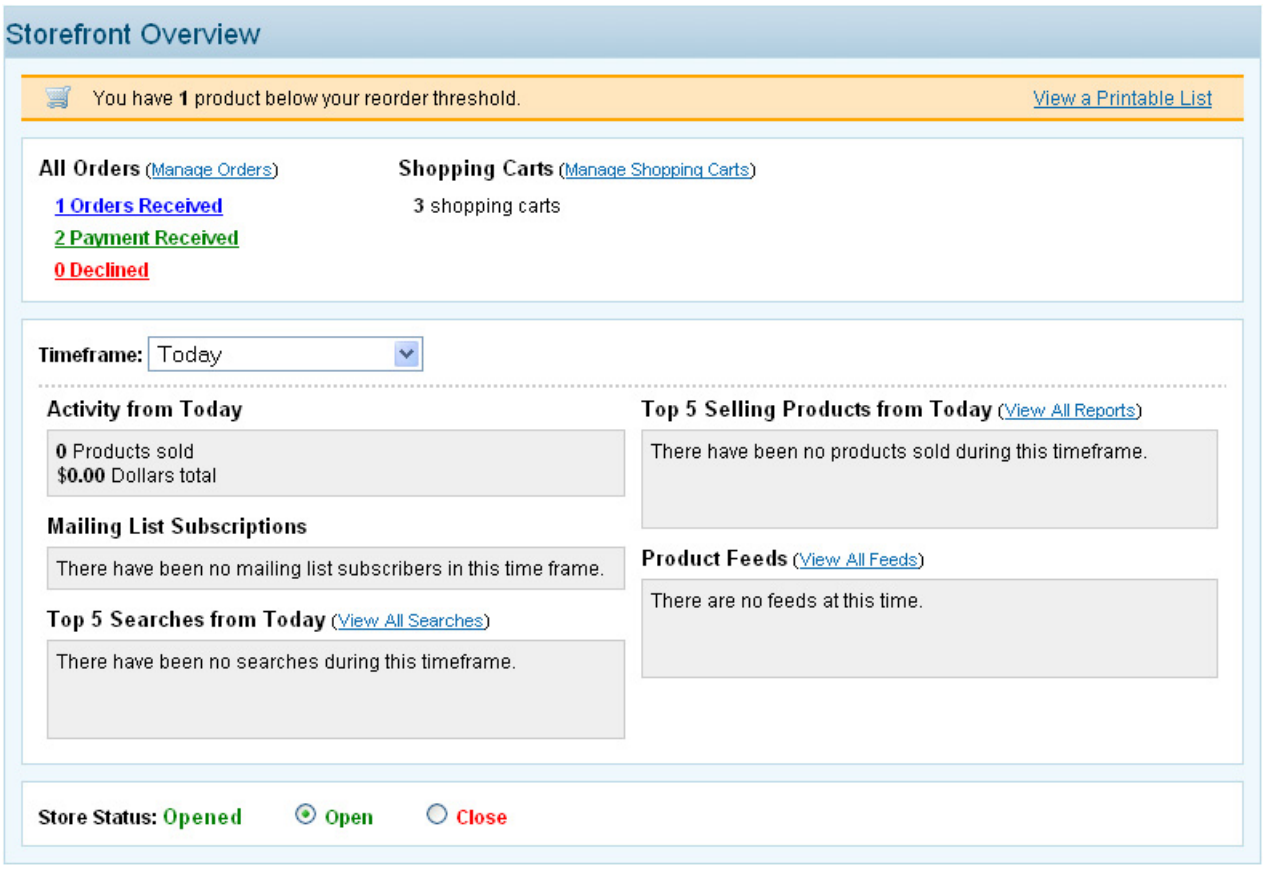
Low inventory alerts warn you when you are nearing certain amount of stock or inventory.

To setup a Low Inventory Alert

- On the General Tab of the Product Edit page, specify the Stock Quantity and Reorder Alert quantity.



- Once your inventory for this product has reached the alert level, you will be notified on the Control Panel home page as well as the Product Manager.


Storefront Overview
You have 1 product below your reorder threshold.
View a Printable List
All Orders (Manage Orders)
1 Orders Received
2 Payment Received
0 Declined
Shopping Carts (Manage Shopping Carts)
3 shopping carts
Timeframe: Today
Activity from Today
0 Products sold
$0.00 Dollars total
Mailing List Subscriptions
There have been no mailing list subscribers in this time frame.
Top 5 Searches from Today (View All Searches)
There have been no searches during this timeframe.
Top 5 Selling Products from Today (View All Reports)
There have been no products sold during this timeframe.
Product Feeds (View All Feeds)
There are no feeds at this time.
Store Status: Opened
Open
Close

You can view a printable list of all your low inventory alerts by clicking the View a Printable List link in the Inventory Alert Message bar.

Gift Certificate Product

Your Shopping Cart allows you to create Gift Certificates for customers to purchase, using the fields displayed in the sample screen section below.

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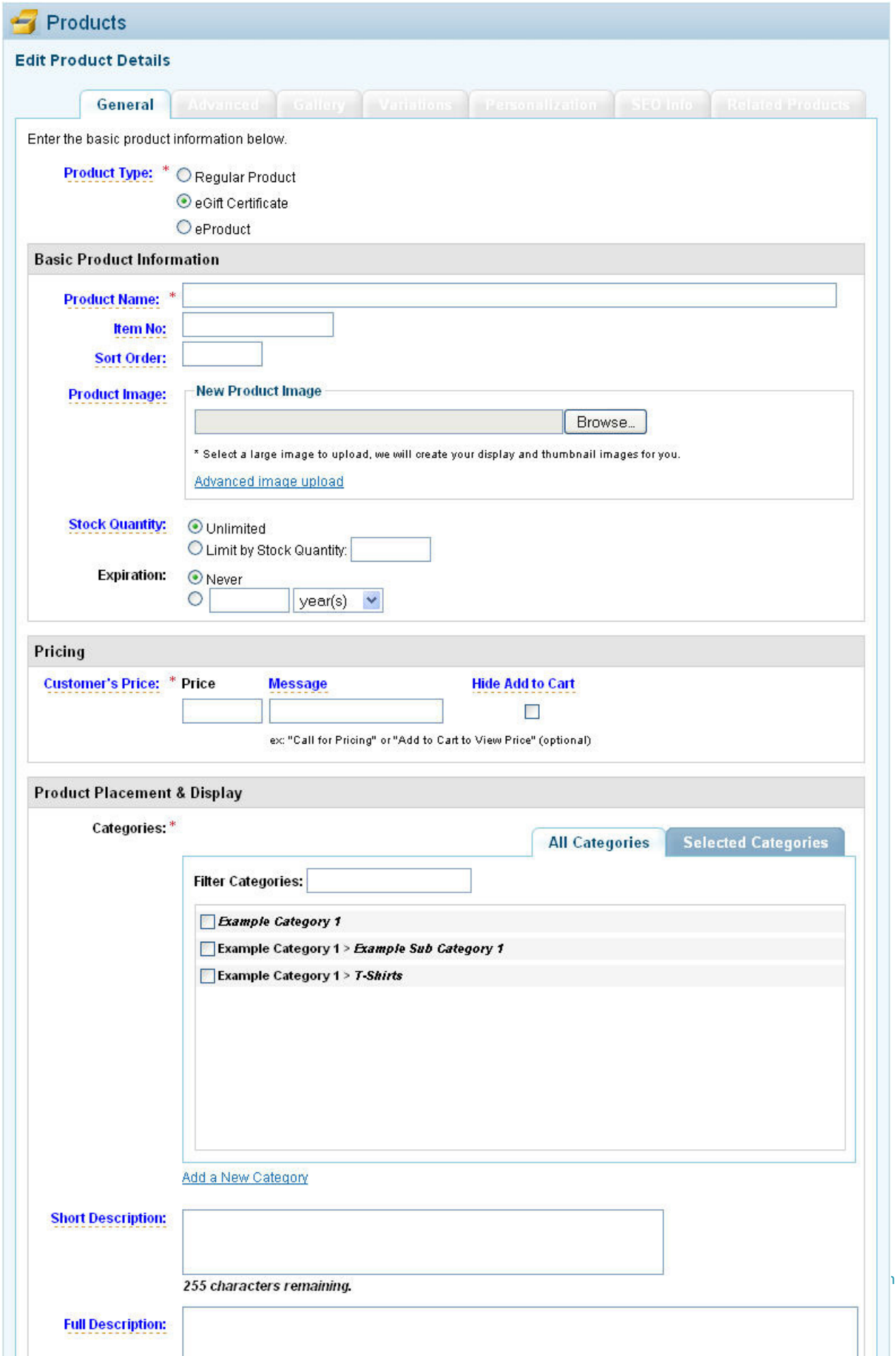

Products
Edit Product Details
General
Advanced
Gallery
Variations
Personalization
SEO Info
Related Products
Enter the basic product information below.
Product Type: *
Regular Product
eGift Certificate
eProduct
Basic Product Information
Product Name: *
Item No:
Sort Order:
Product Image:
New Product Image
Browse...
* Select a large image to upload, we will create your display and thumbnail images for you.
Advanced image upload
Stock Quantity:
Unlimited
Limit by Stock Quantity:
Expiration:
Never
year(s)
Pricing
Customer's Price: *
Price
Message
Hide Add to Cart
ex: "Call for Pricing" or "Add to Cart to View Price" (optional)
Product Placement & Display
Categories: *
All Categories
Selected Categories
Filter Categories:
Example Category 1
Example Category 1 > Example Sub Category 1
Example Category 1 > T-Shirts
Add a New Category
Short Description:
255 characters remaining.
Full Description:

To create an eGift Certificate

From the Product Editor, select the **eGift Certificate** radio button. When the screen refreshes it displays fields pertinent to creating a Gift Certificate Product.

When a gift certificate has been purchased, the customer will receive the gift certificate code in an email once the order has been moved to the **Payment Received** status. The gift certificate will be listed in **Gift Certificate Manager** with the corresponding order number.

For more information on Gift Certificate Manager, please see the page on Gift Certificates.

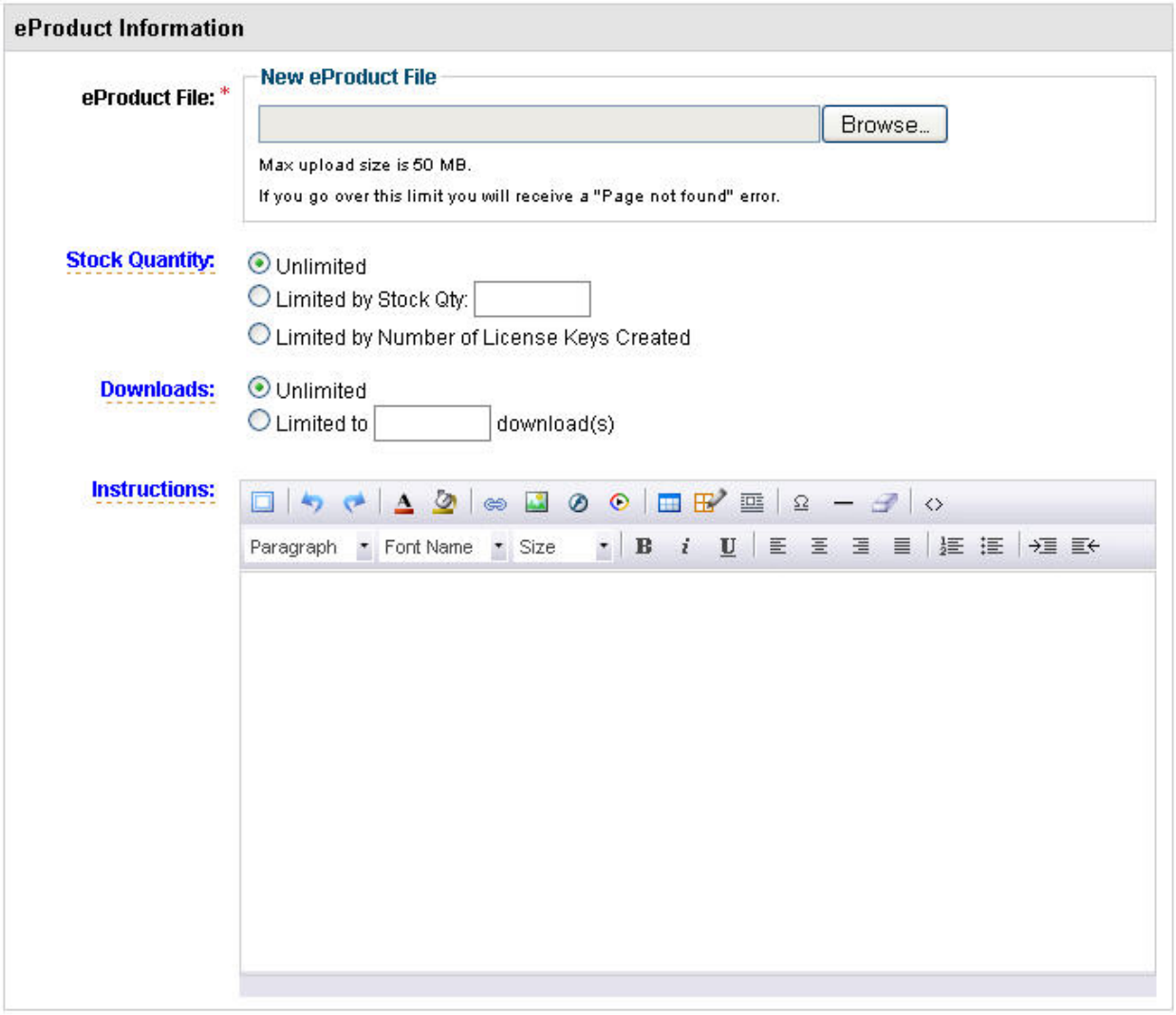
eProducts (Premium Only)

The Pro-Ecommerce store allows you to offer eProducts to your customers.

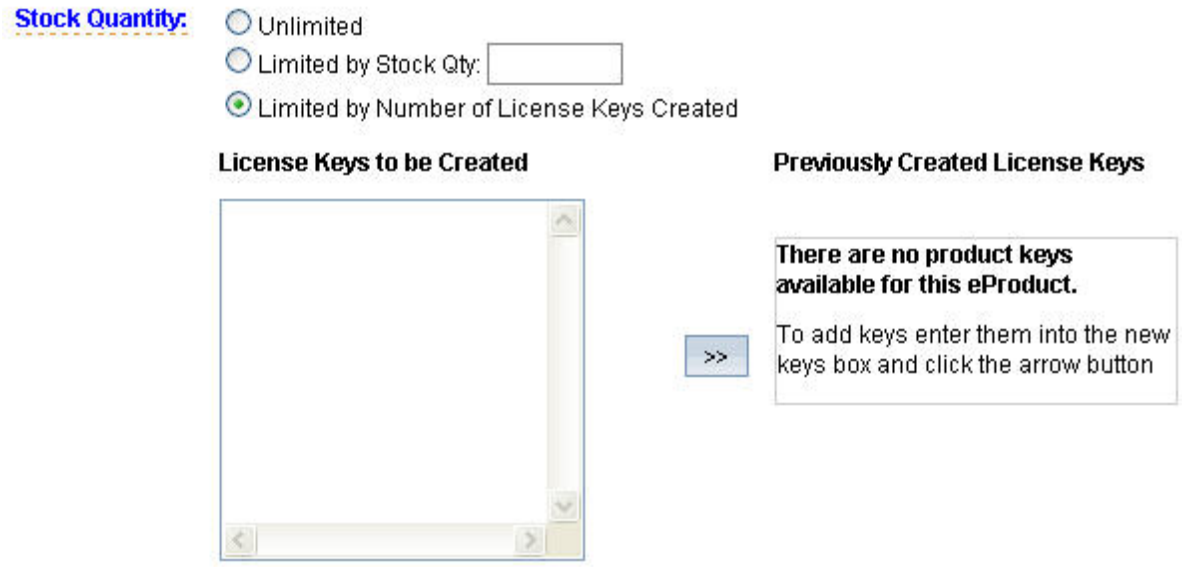
Setting up your eProduct

For our Premium clients, creating eProducts is quick and easy. A new Product Type field allows you to specify your new product as an eProduct.

Once you have selected eProduct for your Product Type, a new section of the Edit Product Details screen appears. This section allows you to upload your eProduct and specify the basic information about your product. The various fields and options are explained below as well as a list of supported file types.



- **eProduct File (Required) -** Upload your eProduct using the New eProduct File field. Please note that the file must not exceed 500MB in size.
- **Stock Quantity -** The amount of inventory for this product. Select Limited by Number of License Keys Created to open the License Key Menu. To create a license key for your eproduct, simply enter your desired alphanumeric string and click the arrow button.


Stock Quantity:
Unlimited
Limited by Stock Qty:
Limited by Number of License Keys Created
License Keys to be Created
Previously Created License Keys
>>
There are no product keys available for this eProduct.
To add keys enter them into the new keys box and click the arrow button

- **Downloads -** Specify the number of times a customer can download your eProduct.
- **Instructions -** Specify instructions for using your eProducts.

Accessing your eProducts
There are three different payment options that work with eProduct files. These are:

1. You use a real time gateway set to Authorize Only.
2. You use a real time payment gateway not set to Authorize Only
3. You use an offline payment method or one of the other additional payment options

For Payment Gateways Set to Authorize Only (Including Offline Payment Methods)
When a customer places an order for an eProduct their order is placed into the Order Received status. Once you login to your store and verify the order and payment, you then move the order to Payment Received status. Once moved to payment received the customer will receive an email with the link to download their eProduct. A link will also appear in the order editor of the mcp. Additionally if the customer created an account on your site they can login to their account and access the file there

For Payment Gateways not set to Authorize Only
When a customer places an order for an eProduct, their order is automatically placed into the Payment Received status. They will then see a link to their eProduct on the Order Confirmation page of checkout. They can also login to their account to access the order (a link to the eProduct is placed on the Order Information screen.

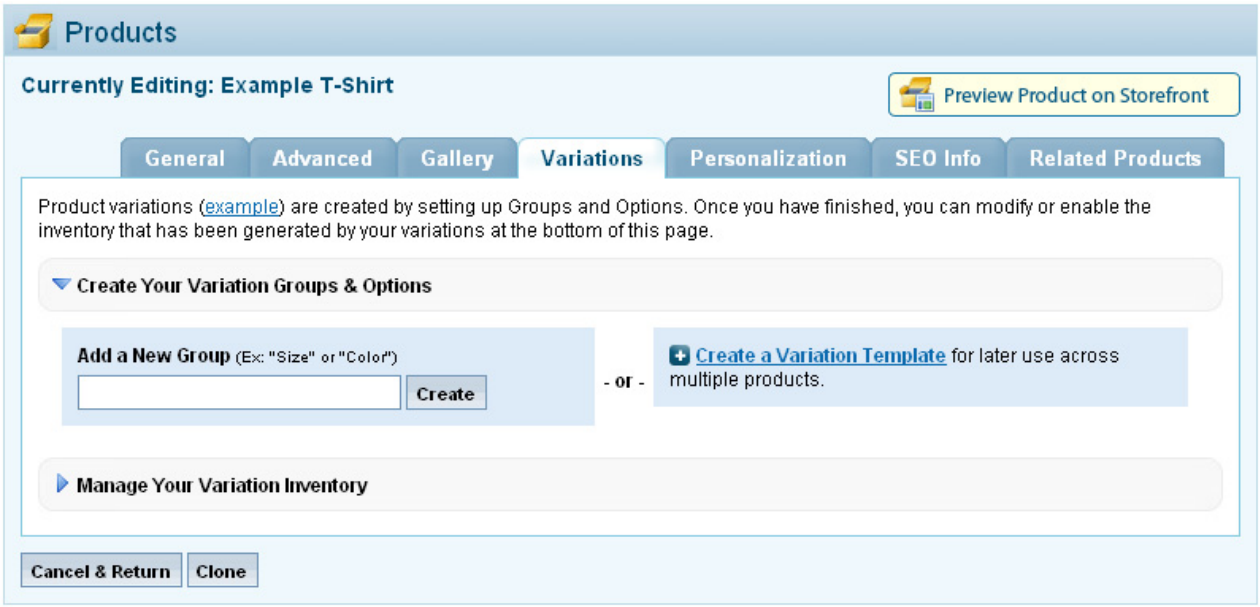
Products - Variations

Variations allow you to add new options and selections to your basic inventory that your customers can select. Using one of your products as the base, you can add attributes such as size and color. You can also use a Variation Template to apply a common set of options across multiple products and save time.

Watch the Video - Adding Product Variations

Creating Variations

Once the product that will be the basis for you variations has been created (you have filled out the required fields in the General tab, and have saved the product) click on the Variations tab.

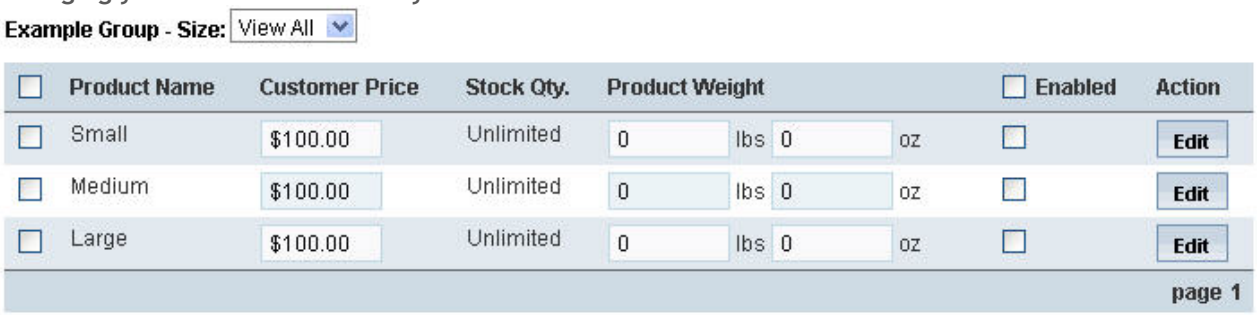

Products
Currently Editing: Example T-Shirt
Preview Product on Storefront
General
Advanced
Gallery
Variations
Personalization
SEO Info
Related Products
Product variations (example) are created by setting up Groups and Options. Once you have finished, you can modify or enable the inventory that has been generated by your variations at the bottom of this page.
Create Your Variation Groups & Options
Add a New Group (Ex: "Size" or "Color")
Create
- or -
Create a Variation Template for later use across multiple products.
Manage Your Variation Inventory
Cancel & Return
Clone

To Create a Variation Group:

- Enter the name of your New Group in the Add a New Group field and click the Create Group Button. This opens the Group Options section.

- Enter the options for your group in the Add a New Group Option field and click the **Create Option**. Your options are listed in the Group. You can change the sort order, edit the option name or delete the option by clicking on the blue arrows, Edit button, or Delete button, respectively.

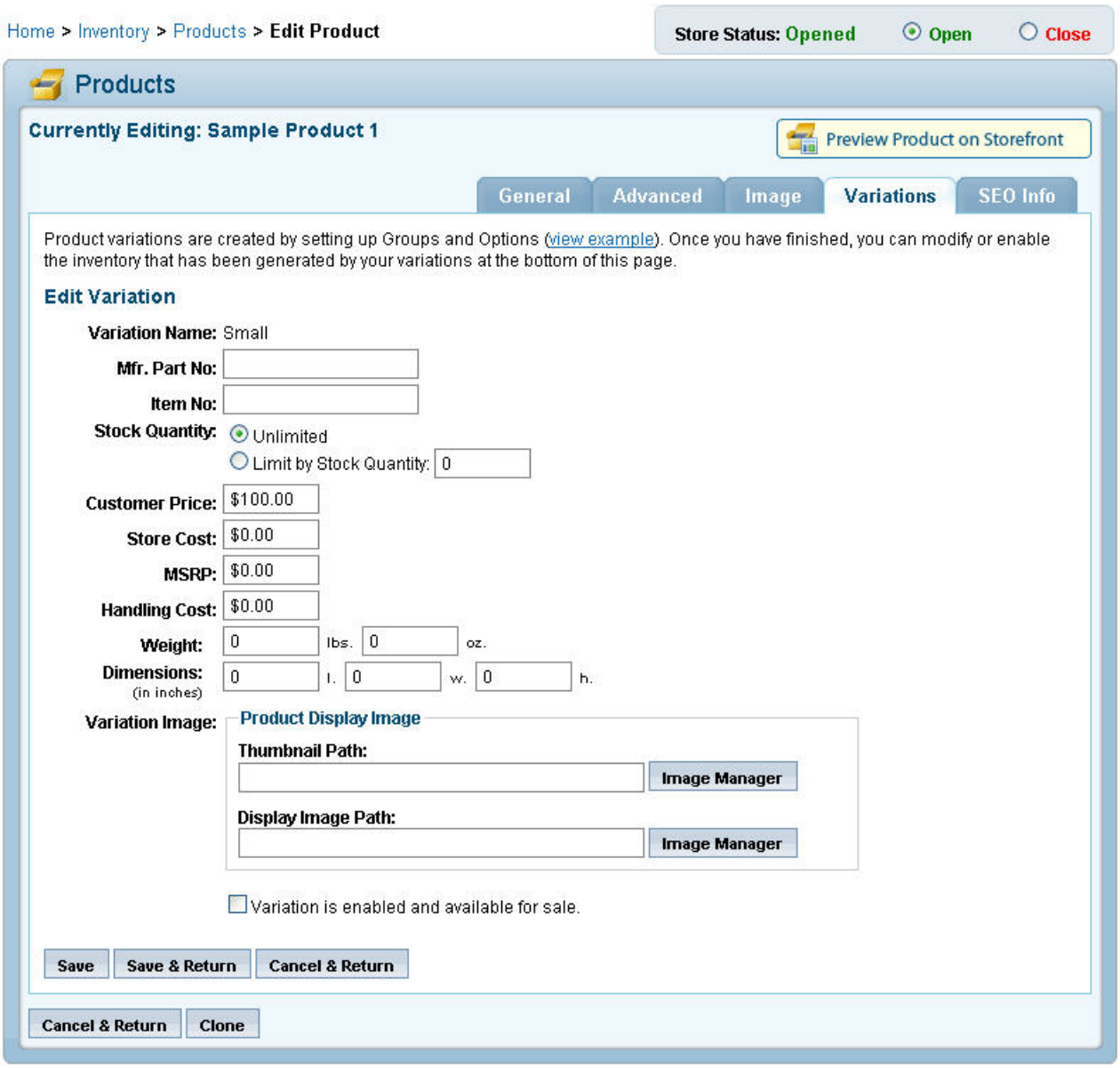
Managing your Variation Inventory



Once the groups and options have been created they will appear under the Manage your Variation Inventory expandable menu. You can enter prices and stock quantity and enable or disable variations from here. Click the Edit button to Edit the Variation Option Details.

Edit Variation

In the Edit Variation page, you can specify the details of your variation product. Each Variation may have its own image which will display when a storefront customer selects that variation on the product detail page. Enter the path for the image to be displayed for the Thumbnail and Display images.



Once you are satisfied with your Variation edits, click the Save or Save & Return buttons. If not, click Cancel & Return

Warehouses

Using the Warehouse Manager

If you would like to associate your products with a warehouse, the individual warehouses can be added to the MCP. To add a warehouse, go to the **Inventory** tab and select **Warehouses.**

Click on **Create & Edit** to go to the **Edit Warehouse Details** page.

From this page you can

- Name the Warehouse
- Enable/Disable the Warehouse - If you want order notification emails sent to your warehouse, you must enable the warehouse in the MCP. An enabled warehouse will receive an order when the payment status of the order is moved to "Payment Received".
- Select applicable products
  ** Note: A product can only be assigned to one Warehouse

  Follow these steps to select products to assign to your warehouse

  1. Click in the checkbox next to the Product name in the **Available Products** list.
  If you have many products, the list will be paged, as seen in the sample selector above. You can scroll through the pages or click on a page number to go directly to that page.
  There is also a Search field that will display a list of Available Product(s) based on the search term entered.
  2. Click the right arrow button to add it to the **Selected Products** list.
  3. Repeat this procedure for each Product you want to include in your discount.
  To remove a Product from the Selected Products list, simply reverse the procedure.
  1. Click the checkbox next to a Product in the **Selected Products** list or enter a search term to display a list from which to select a Product.
  2. Click the left arrow button to remove it from the **Selected Products** list.
- .Enter the warehouse email address for notification purposes, and select the product information that is sent with an order notification.
  1. The warehouse must be marked as **Enabled** before you can send notification emails.
  2. In the case where an order includes products from multiple warehouses, multiple notification emails are sent,which are warehouse-
  specific.
- Create a custom email header.
- Enter admin-viewable notes about the Warehouse.
  These notes are not viewable by anyone other than your admin users.

Once you have created a Warehouse, it displays in the list under Manage Warehouses.

Warehouses
Manage Warehouses
Warehouse Name
Warehouse Email
Enabled
Actions
Glassworks
shipping@glassworkswarehouse.com
Edit
Delete
Fruit Basket
Fruits@fruits.com
Edit
Delete
Warehouse Name
Create & Edit
Return

Personalization Templates (Premium Only)

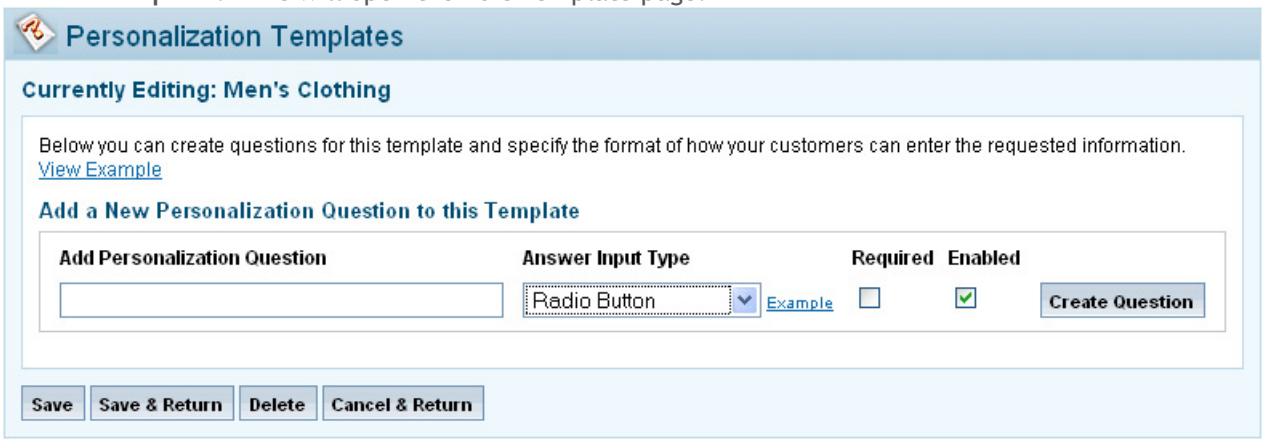
With Personalization Templates, you may add questions or options to products without affecting inventory, such as custom text for their individual product. To create a set of these options to apply to more than one product, you can create a template.

You may have up to 15 personalization questions with up to 50 answers for each question.

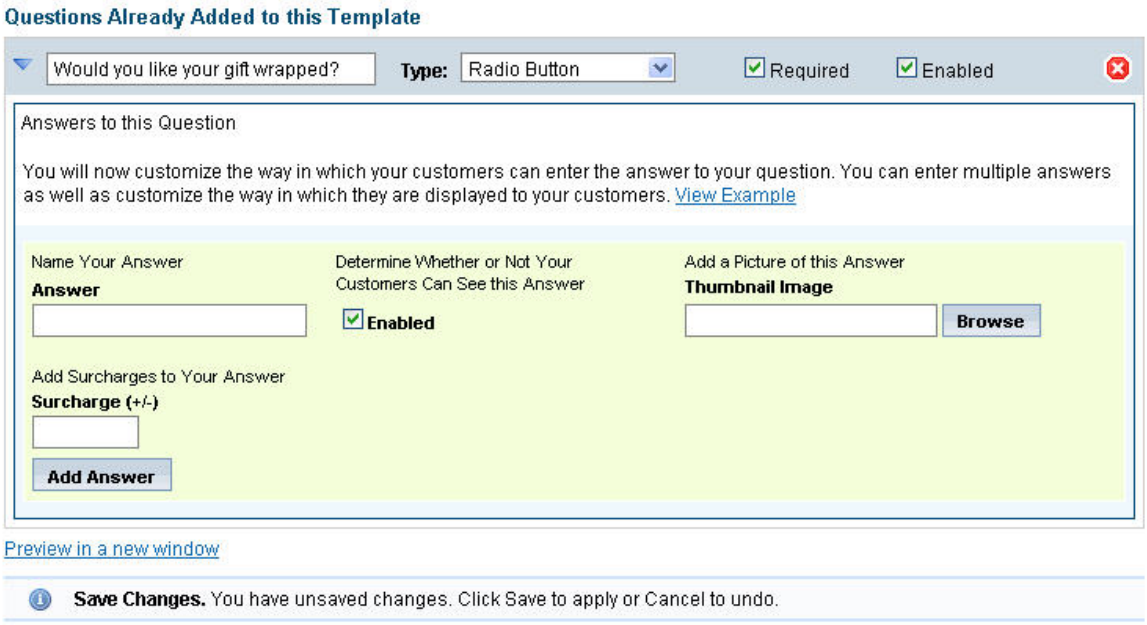
Create a Personalization Template

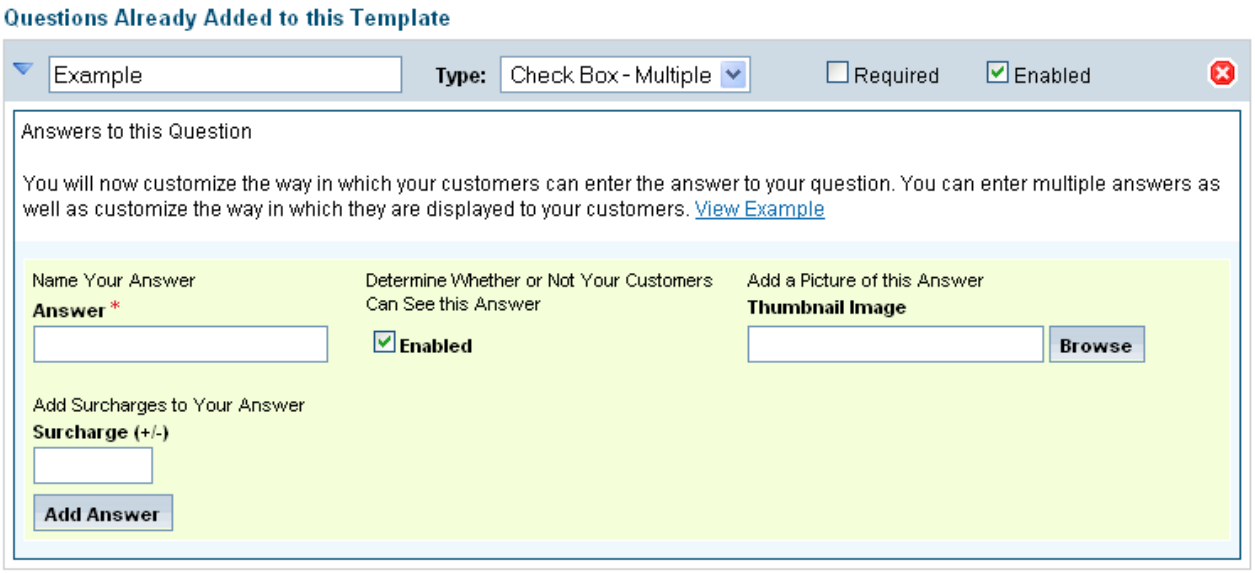
To create a personalization Template:

- Enter the name of your template in the New Template Name field, and click **Create & Edit Template**. This will open the Edit Template page.



- Enter the question and select your answer type. The following answer types are available:
  - **Radio Button or Drop Down -** The customer can select one attribute from a list of options.
  - **Check box - Single -** The customer can select the option. This can be used for simple Yes or No answers.
  - **Check box - Multiple -** The customer can select multiple attributes from a list of options.
  - **Text - Single -** The customer can enter one line of text. The store owner may set a max character and line length and charge per character.
  - **Text - Multiple -** The Customer can enter multiple lines of text. The store owner may set a max character and line length and charge per character.
- Set the answer as **required**, **enabled**, or both. Then click **Create Question**. This will open the Answers section for your new Personalization Question.


Questions Already Added to this Template
Would you like your gift wrapped?
Type:
Radio Button
Required
Enabled
Answers to this Question
You will now customize the way in which your customers can enter the answer to your question. You can enter multiple answers as well as customize the way in which they are displayed to your customers. View Example
Name Your Answer
Answer
Determine Whether or Not Your Customers Can See this Answer
Enabled
Add a Picture of this Answer
Thumbnail Image
Browse
Add Surcharges to Your Answer
Surcharge (+/-)
Add Answer
Preview in a new window
Save Changes. You have unsaved changes. Click Save to apply or Cancel to undo.

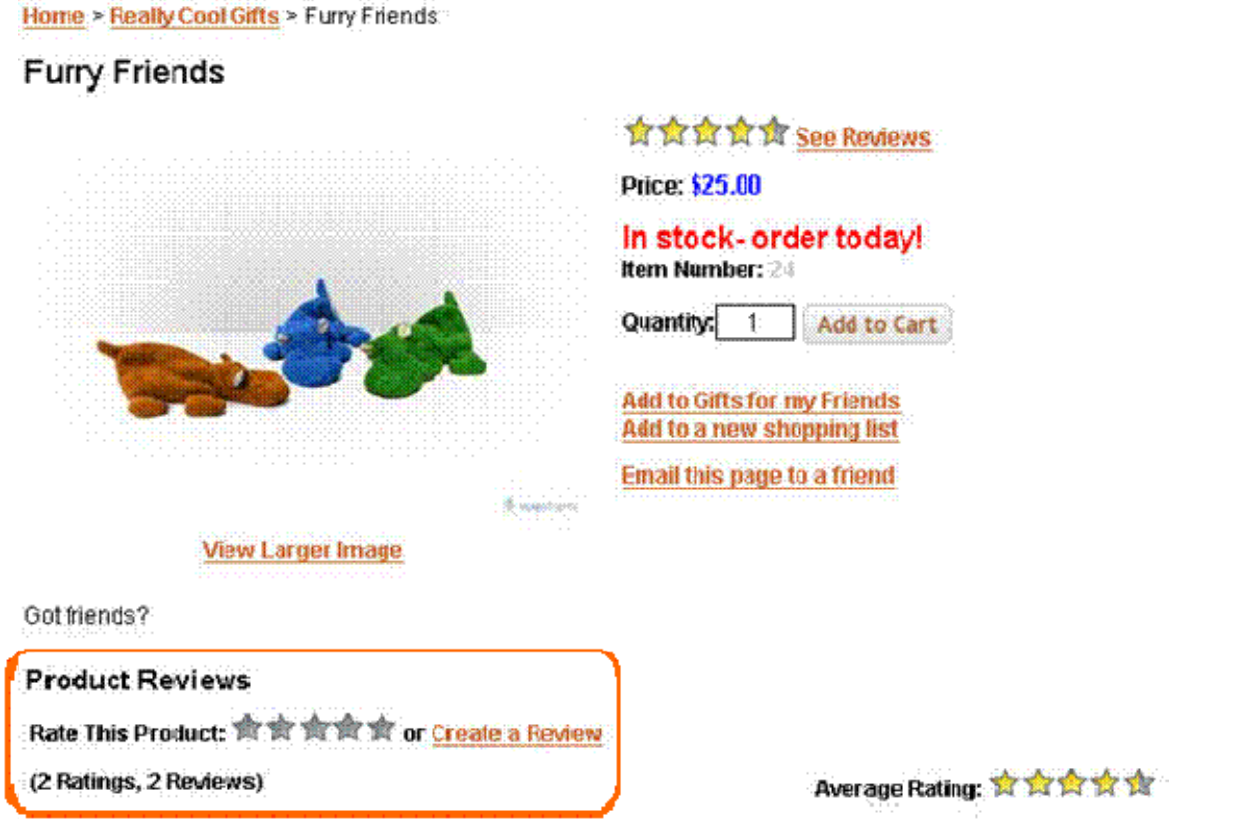

Questions Already Added to this Template
Example
Type:
Check Box - Multiple
Required
Enabled
Answers to this Question
You will now customize the way in which your customers can enter the answer to your question. You can enter multiple answers as well as customize the way in which they are displayed to your customers. View Example
Name Your Answer
Answer *
Determine Whether or Not Your Customers Can See this Answer
Enabled
Add a Picture of this Answer
Thumbnail Image
Browse
Add Surcharges to Your Answer
Surcharge (+/-)
Add Answer

- Each answer can have it's own surcharge and thumbnail associated with it. You can also enable or disable certain answers if you wish them to be hidden from your customers and set certain answers as the default selection.

Once you are satisfied with your Personalization questions and answers, click **Save** or **Save & Return**.

Product Reviews (Premium Only)

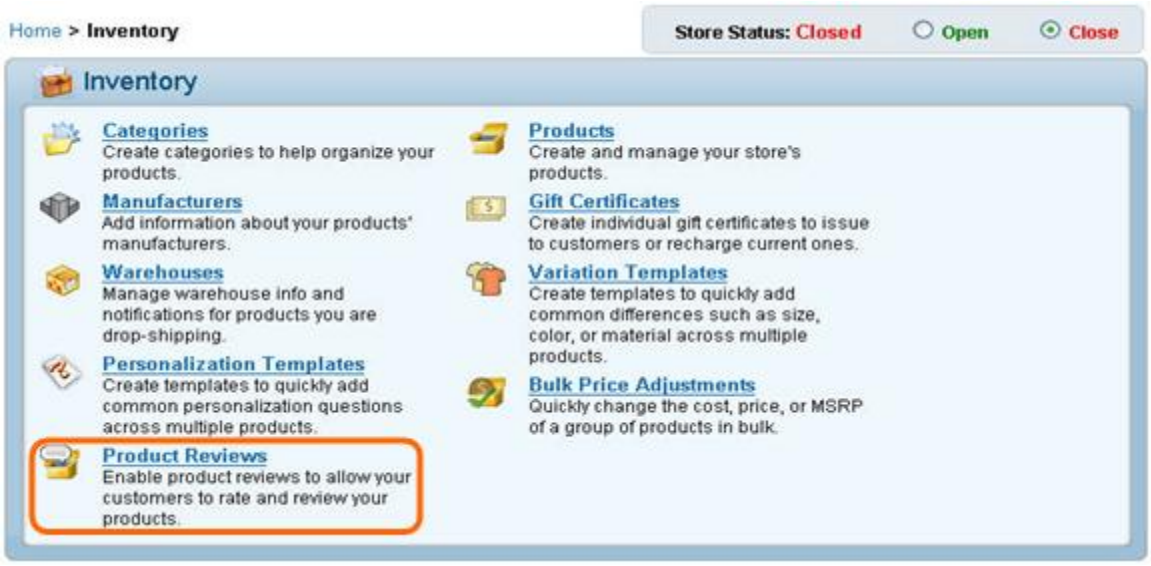
You now have the option of enabling product reviews on your storefront. Once you turn this feature on, your customers will be able to create and submit reviews of your products. As the store owner, you have complete control over the review process and can approve, edit, and delete reviews as necessary.



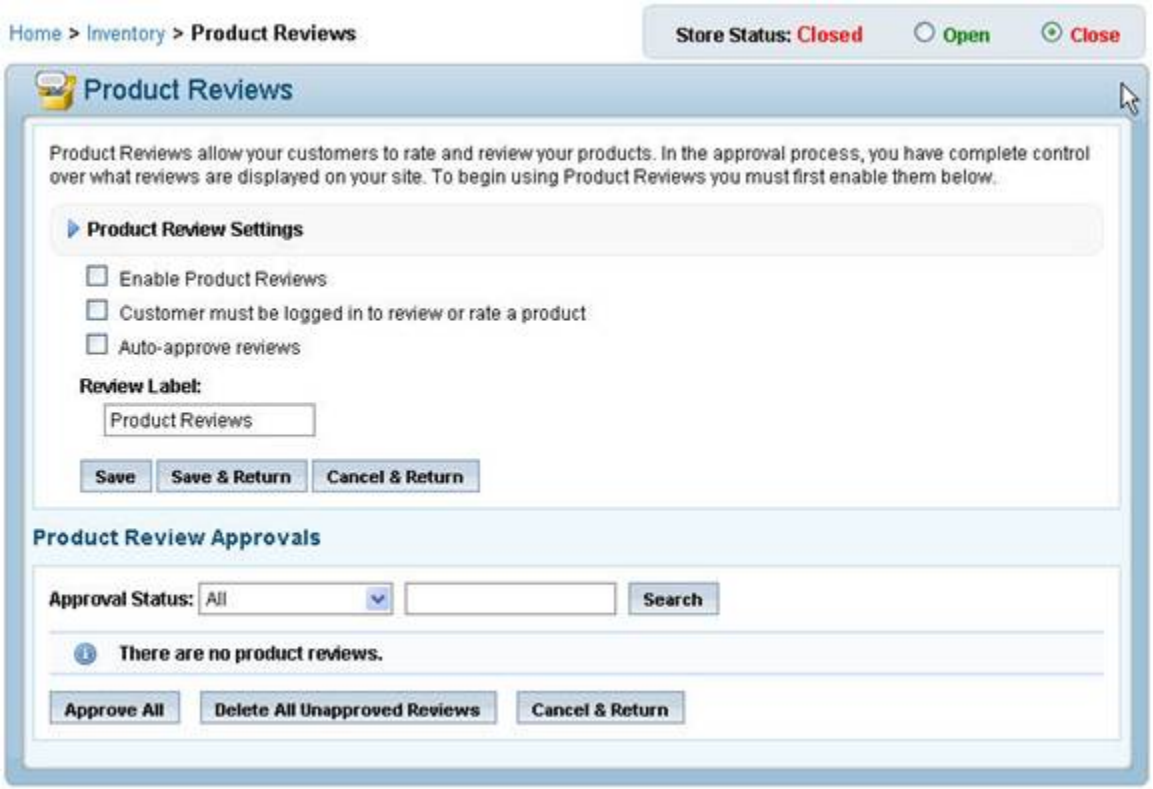
Enable Product Review

To enable the product review function:

- Go the **Inventory** tab and click **Product Reviews.**


Home > Inventory
Store Status: Closed
Open
Close
Inventory
Categories
Create categories to help organize your products.
Products
Create and manage your store's products.
Manufacturers
Add information about your products' manufacturers.
Gift Certificates
Create individual gift certificates to issue to customers or recharge current ones.
Warehouses
Manage warehouse info and notifications for products you are drop-shipping.
Variation Templates
Create templates to quickly add common differences such as size, color, or material across multiple products.
Personalization Templates
Create templates to quickly add common personalization questions across multiple products.
Bulk Price Adjustments
Quickly change the cost, price, or MSRP of a group of products in bulk.
Product Reviews
Enable product reviews to allow your customers to rate and review your products.

- Click the drop-down triangle next to **Product Review Settings** to display the different product review settings options available.

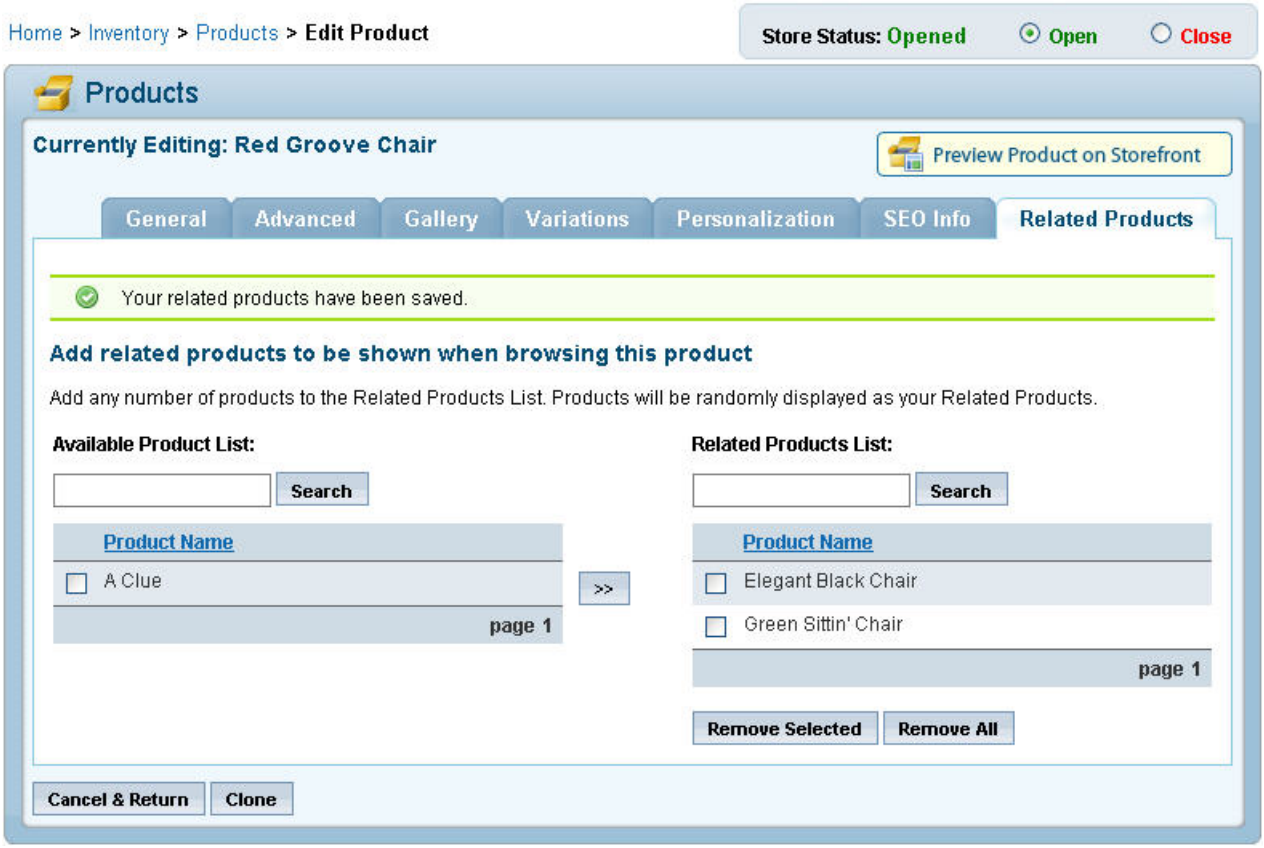

Home > Inventory > Product Reviews
Store Status: Closed
Open
Close
Product Reviews
Product Reviews allow your customers to rate and review your products. In the approval process, you have complete control over what reviews are displayed on your site. To begin using Product Reviews you must first enable them below.
Product Review Settings
Enable Product Reviews
Customer must be logged in to review or rate a product
Auto-approve reviews
Review Label:
Product Reviews
Save
Save & Return
Cancel & Return
Product Review Approvals
Approval Status: All
Search
There are no product reviews.
Approve All
Delete All Unapproved Reviews
Cancel & Return

- **Enable Product Reviews:** This option enables product reviews for your storefront.
- **Customer must be logged in to review or rate product:** This option requires unregistered customers to login before they can submit a review or rating.
- **Auto-approve reviews:** This option sets all new reviews to be automatically approved as they are submitted.

NOTE: You can change the title of the review label that appears on the storefront by entering a new label tag in the **Review Label Box**

Related Products

You can specify different products in your store to be related to a particular product. This will give your customers views of other products they might like to purchase that related to their currently selected product. Once you have designated your related products for your particular product, customers will see these related products at the bottom of the product details page.



To add a Product to the Related Products list:

1. Click in the checkbox next to the Product name in the **Available Products** list.
If you have many products, the list will be paged. You can scroll through the pages or click on a page number to go directly to that page. There is also a **Search** field that will display a list of Available Product(s) based on the search term entered.
2. Click the right arrow button to add it to the **Related Products** list.
3. Repeat this procedure for each Product you want to include in your related products.

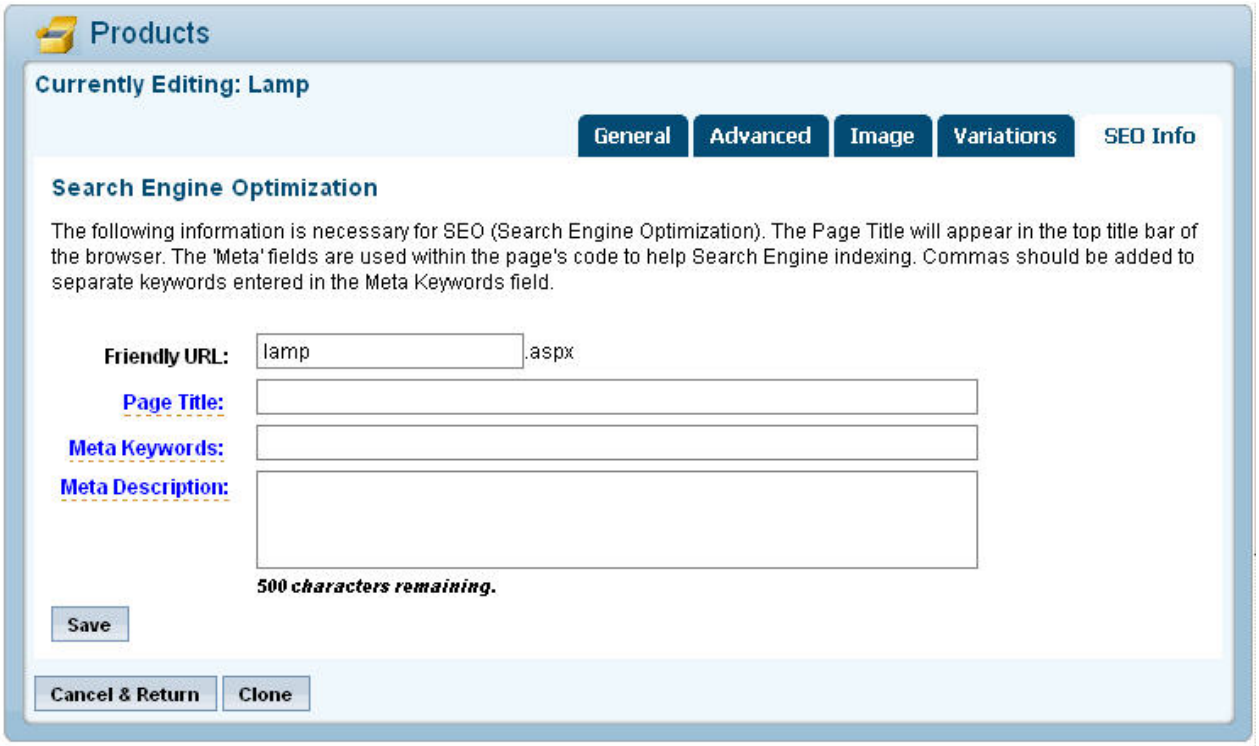
To remove a Product from the Related Products list:

1. Click the checkbox next to a Product in the **Related Products** list or enter a search term to display a list from which to select a Product.
2. Click **Remove Selected** for one selection or multiple selections, or click **Remove All** to clear the **Related Products** list.

Products - SEO info

What is SEO?

SEO stands for Search Engine Optimization. Simply stated, it's a way to make sure that your Web site is found by as many people as possible. According to research recently published, 71% of online consumers use a search engine to find Web sites. So, to be found by new customers your Web site must first be found by search engines!
A site that is optimized for search engines will appear in the top of search engine results pages instead of being buried in the middle or at the end somewhere. And studies have proven that top placement in search engines generally provide a more favorable return on investment compared to traditional forms of advertising, such as snail mail, radio commercials, or television.


Products
Currently Editing: Lamp
General
Advanced
Image
Variations
SEO Info
Search Engine Optimization
The following information is necessary for SEO (Search Engine Optimization). The Page Title will appear in the top title bar of the browser. The 'Meta' fields are used within the page's code to help Search Engine indexing. Commas should be added to separate keywords entered in the Meta Keywords field.
Friendly URL:
lamp
.aspx
Page Title:
Meta Keywords:
Meta Description:
500 characters remaining.
Save
Cancel & Return
Clone

Select a link below for information on the fields in the screen sample above

Friendly URLURL in which the query string is replaced by some meaningful identifier for your pages; makes it easier for search engines to index your pages. It also makes it easier for your users to remember the URL.

Page TitleThe text entered in this field can be seen at the top of the web browser window and search engine listings, helping search engines determine your web page relevancy for certain keyword phrases.

Meta KeywordsThe text entered in this field allows you to provide additional text for crawler-based search engines to index along with the text of your store pages. Enter words or phrases separated by commas.

Meta DescriptionThe text entered in this field can allow you to influence the description of your page in the crawler-based search engines supporting this tag.

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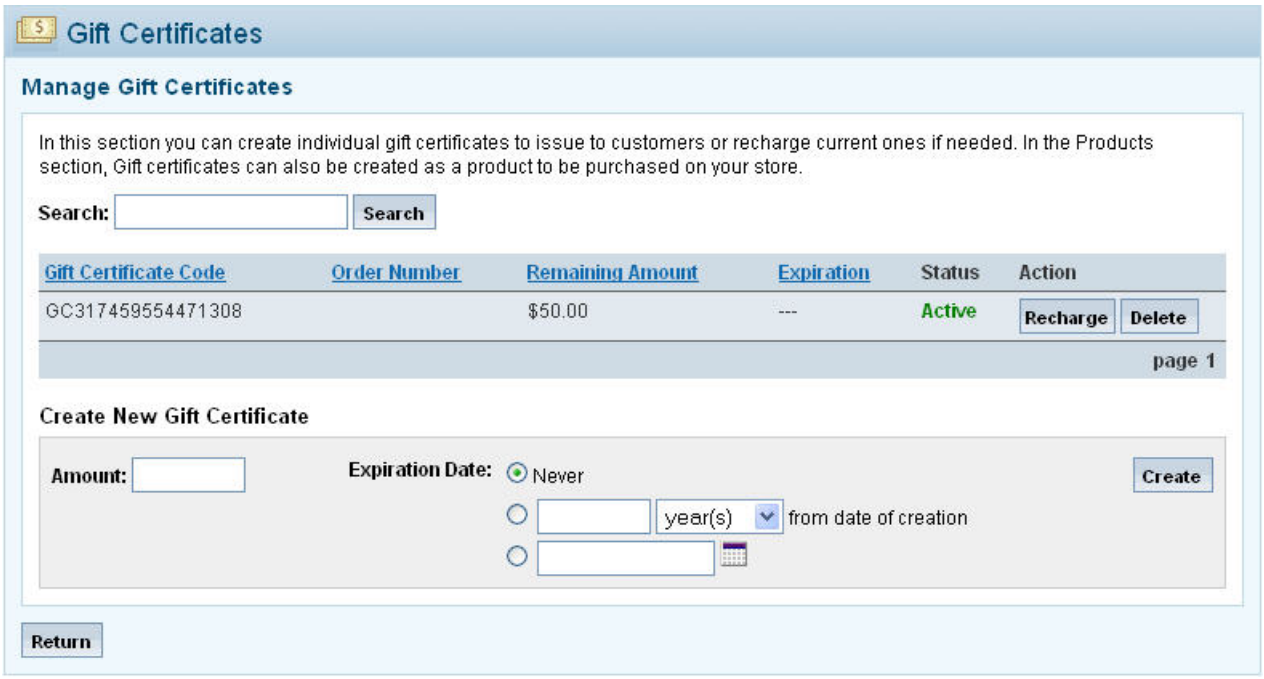
Find more information on SEO strategies that can help you be successful.

Gift Certificates (Premium Only)

The Premium Shopping Cart allows you to create Gift Certificates to issue to customers. To enter the Gift Certificate Manger, click on the **Inventory** Tab and then click on **Gift Certificates**.



To Create a New Gift Certificate:

From the Gift Certificate Manager, enter the amount of the Gift Certificate. You then have the option to set an expiration date of a specified year, month, week or day from the day it was created, set an exact date of expiration, or opt for no expiration.

- Once created, your gift certificates display in the order created on the Gift Certificate Manager screen.
- Each gift certificate is assigned a unique 17-character code, beginning with **GC**. You may issue this code to customers and they can enter it at checkout to apply the gift certificate amount to their order.

NOTE: When entered at checkout, the cart will deduct the maximum amount available towards the cart total. If the amount of the gift certificate does not completely cover the cart total, the customer will need to enter an additional form of payment.

If you would like to alter the amount of a gift certificate, click the **Recharge** button.

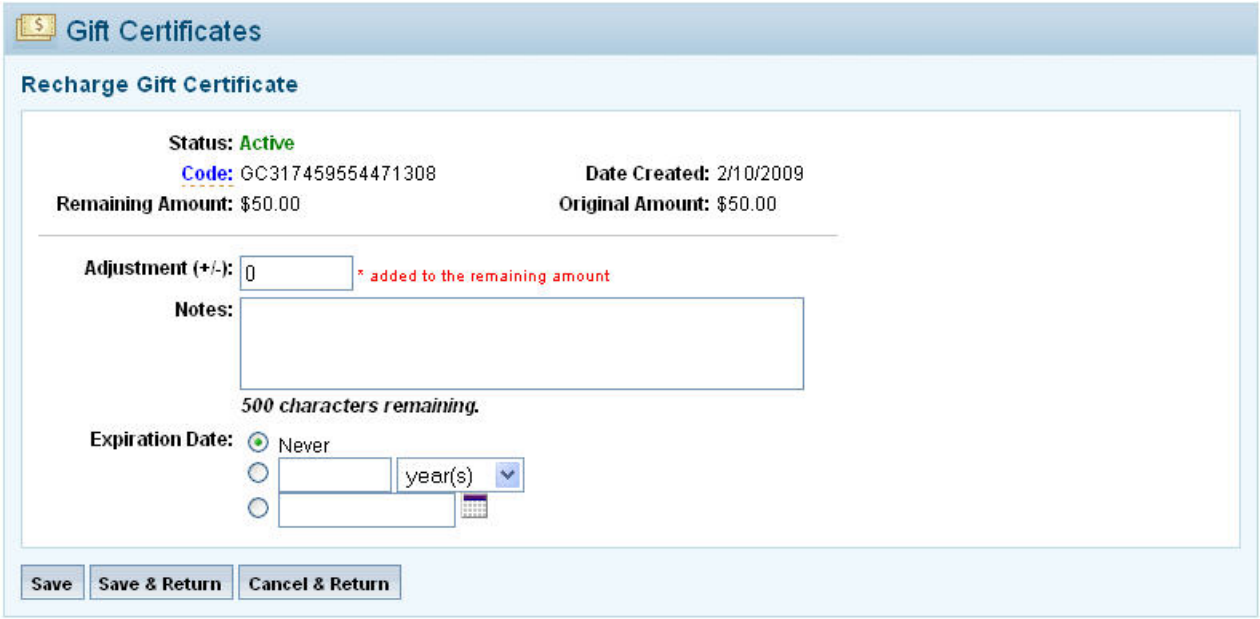
Gift Certificate Code	Order Number	Remaining	Expiration	Status	Action
GC330727967575721		$50.00	12/26/2007	Active	Recharge Delete
GC570445217255706	1	$1.00	---	Active	Recharge Delete
GC574199989371101	2	$100.00	---	Active	Recharge Delete
GC998937520206559		$35.40	---	Active	Recharge Delete

page 1

If you would like to create an eGift Certificate that your customers can by from your storefront, the Gift Certificate Product page will give you more information.

Recharge a Gift Certificate

In the Gift Certificate editor you can add or remove value to a Gift Certificate, add notes, and change the expiration date.
Once you have made your changes, click **Save** or **Save & Return** to return to the Gift Certificate Manager.



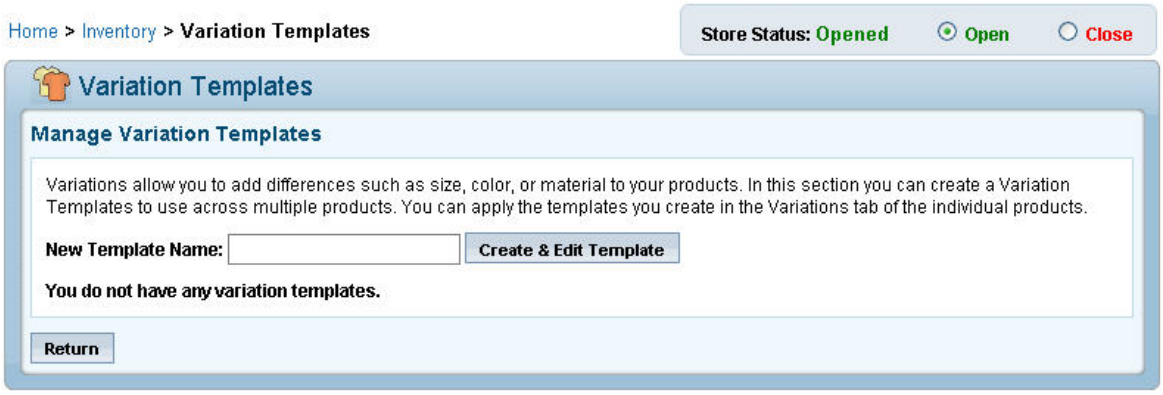
Variation Templates

For products that have similar attributes, you can create a variation template. A variation template stores a set of options that can be applied to multiple products.

Create a Variation Template

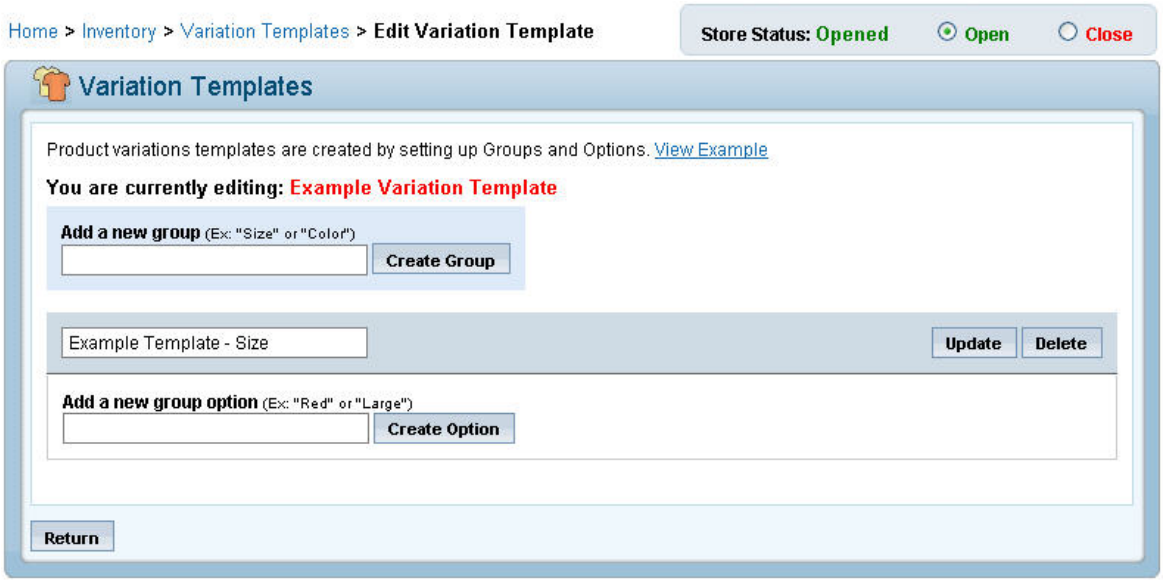
To create a template;

- Go to the **Inventory** tab and click on **Variation Templates** from the menu.


Home > Inventory > Variation Templates
Store Status: Opened
Open
Close
Variation Templates
Manage Variation Templates
Variations allow you to add differences such as size, color, or material to your products. In this section you can create a Variation Templates to use across multiple products. You can apply the templates you create in the Variations tab of the individual products.
New Template Name:
Create & Edit Template
You do not have any variation templates.
Return

- Enter the name of the template and click **Create & Edit Template**.

- Enter the name of the group of attributes you wish to add and click **Create Group**.


Home > Inventory > Variation Templates > Edit Variation Template
Store Status: Opened
Open
Close
Variation Templates
Product variations templates are created by setting up Groups and Options. View Example
You are currently editing: Example Variation Template
Add a new group (Ex: "Size" or "Color")
Create Group
Example Template - Size
Update
Delete
Add a new group option (Ex: "Red" or "Large")
Create Option
Return

- Enter the options for your group in the Add a New Group Option field and click **Create Option**. Your options are listed in the Group. You can change the sort order, edit the option name or delete the option by clicking on the blue arrows, Edit button, or Delete button, respectively.

Managing your Variation Templates

Once the groups and options have been created you can enter prices and stock quantity and enable or disable variations from here. Click the Edit button to Edit the Variation Option Details.

From here, you can create another group or add individual options to the first group. To add individual options, enter the option name and click **Create Option**. By default, the options display in the order created.

Bulk Price Adjustments (Premium Only)

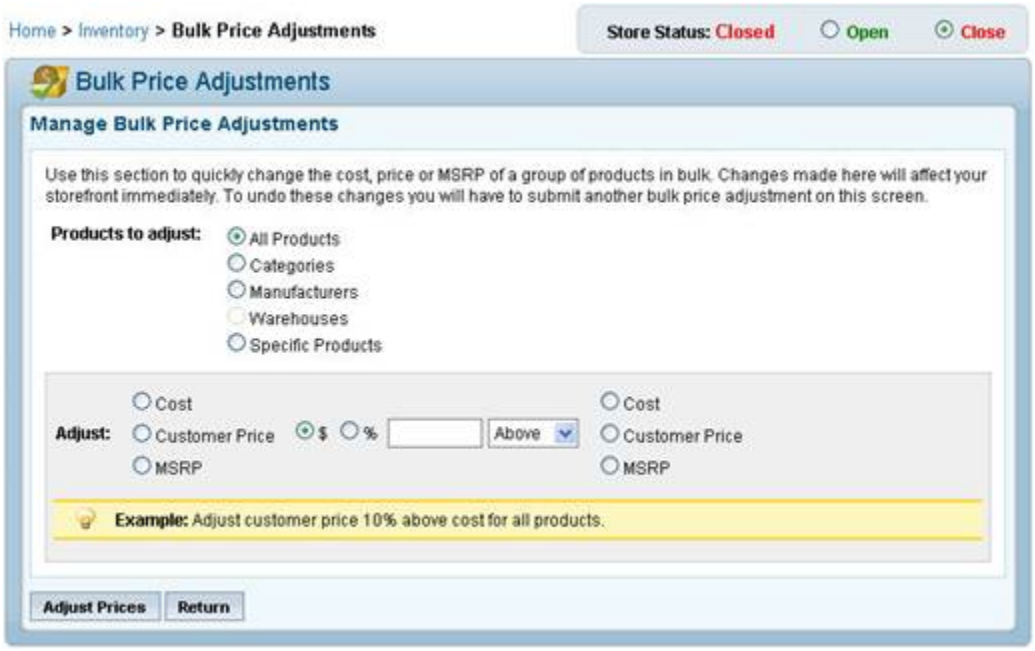
As a Premium Ecommerce user, you can now adjust the price of a group of products via the Bulk Price Adjustment function.

NOTE: Before you make any Bulk Price Adjustments, BACKUP your current pricing by exporting your products to an .csv file. For more information on exporting a .csv file, click here.

To use the Bulk Price Adjustments function:

- Go to the **Inventory** tab and click **Bulk Price Adjustments**.

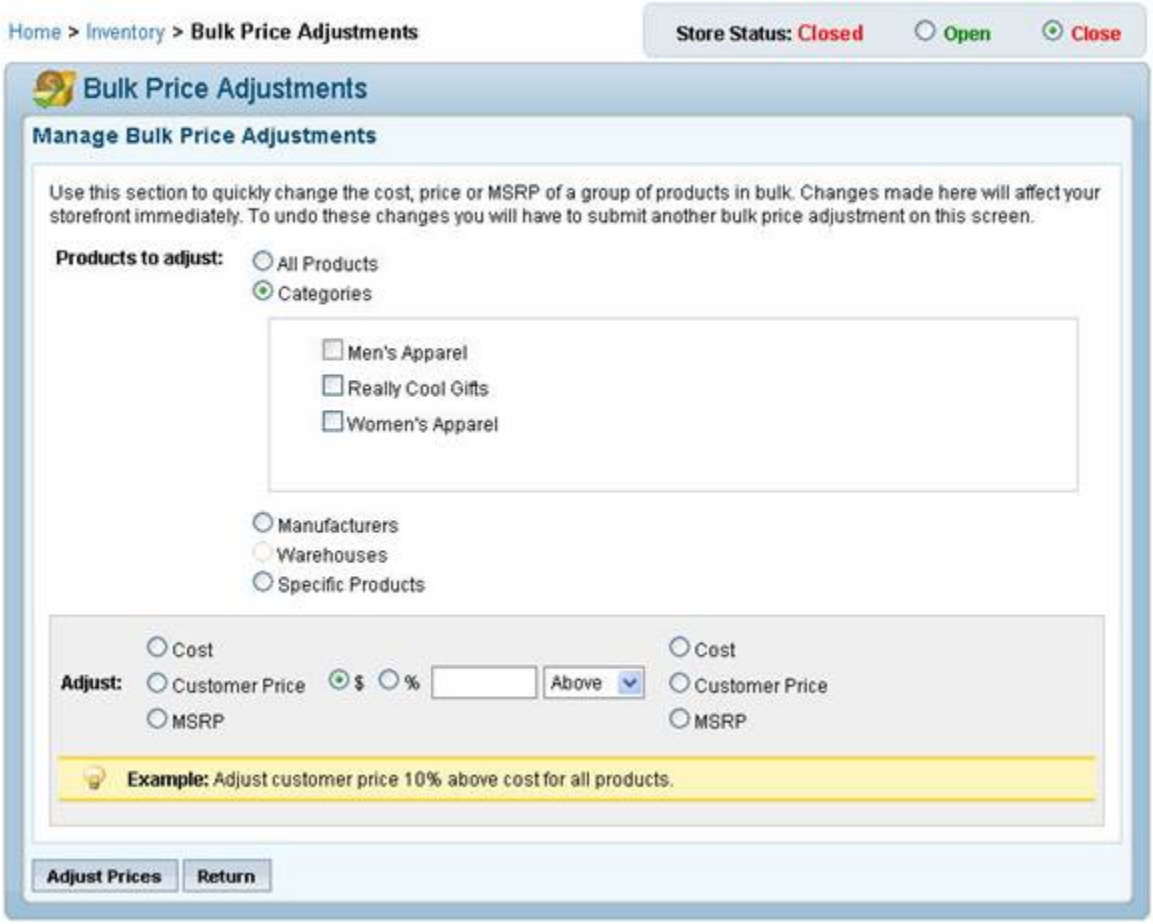
Home > Inventory
Store Status: Closed Open Close
Inventory
Categories
Create categories to help organize your products.
Products
Create and manage your store's products.
Manufacturers
Add information about your products' manufacturers.
Gift Certificates
Create individual gift certificates to issue to customers or recharge current ones.
Warehouses
Manage warehouse info and notifications for products you are drop-shipping.
Variation Templates
Create templates to quickly add common differences such as size, color, or material across multiple products.
Personalization Templates
Create templates to quickly add common personalization questions across multiple products.
Bulk Price Adjustments
Quickly change the cost, price, or MSRP of a group of products in bulk.
Product Reviews
Enable product reviews to allow your customers to rate and review your products.


Home > Inventory > Bulk Price Adjustments
Store Status: Closed Open Close
Bulk Price Adjustments
Manage Bulk Price Adjustments
Use this section to quickly change the cost, price or MSRP of a group of products in bulk. Changes made here will affect your storefront immediately. To undo these changes you will have to submit another bulk price adjustment on this screen.
Products to adjust:
All Products
Categories
Manufacturers
Warehouses
Specific Products
Adjust:
Cost
Customer Price
MSRP
$ %
Above
Example: Adjust customer price 10% above cost for all products.
Adjust Prices
Return

Select the desired group you wish to adjust (All Products, Categories, Manufacturers, Warehouses,

or Specific Products). The sub-groups within each group are hidden until the group's button is selected.

To select a sub-group, click in the box next to the sub-group name. In the example, the client selected **Categories > Men's Apparel**.

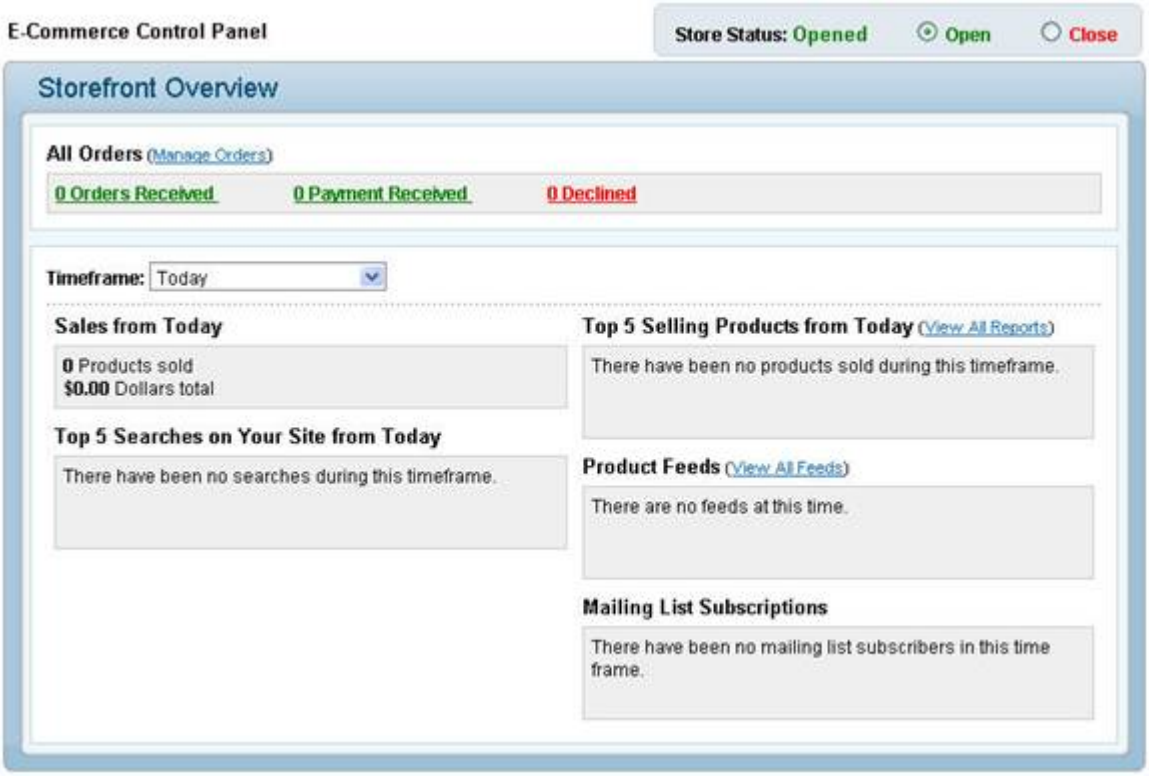


- Select the desired adjustment. You can choose to adjust Cost, Customer Price, or MSRP for the group of products selected.
- Next, choose the type and amount of the change. You can choose between making a dollar ($) or percentage (%) adjustment. Enter the amount, then select Above or Below from the drop-down menu (*Example;* 50% above or $10 below)
- Select the price type from which the adjustment will be taken.

Once you are satisfied with your pricing adjustments, click **Adjust Prices** to complete your price adjustment.

Product Feeds

The product feeds tool allows clients to easily create product feeds for comparison sites (i.e. Google, Shopzilla, Shopping.com, etc.) Your product feeds will be shown on the Storefront Overview.


E-Commerce Control Panel
Store Status: Opened
Open
Close
Storefront Overview
All Orders (Manage Orders)
0 Orders Received
0 Payment Received
0 Declined
Timeframe: Today
Sales from Today
0 Products sold
$0.00 Dollars total
Top 5 Searches on Your Site from Today
There have been no searches during this timeframe.
Top 5 Selling Products from Today (View All Reports)
There have been no products sold during this timeframe.
Product Feeds (View All Feeds)
There are no feeds at this time.
Mailing List Subscriptions
There have been no mailing list subscribers in this time frame.

Creating a Product Feed

You can create multiple product feeds for each comparison engine, as well as product feeds for specific manufacturers or specific categories. You also have the option of sending hidden products in your product feeds.

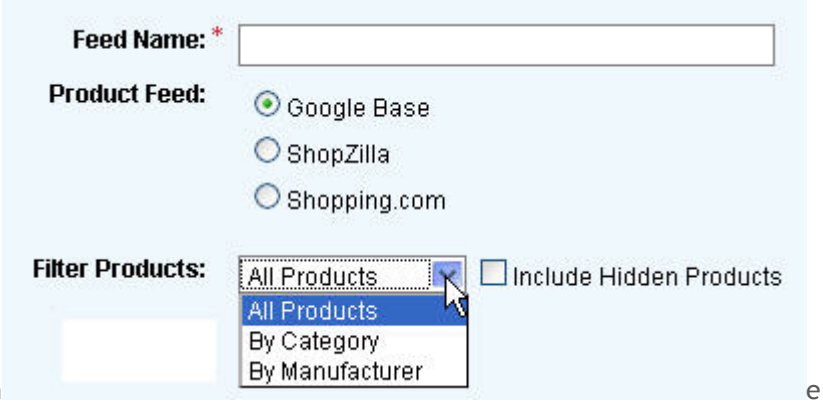
To Create a Product Feed:

Home > Operations
Store Status: Opened
Open
Close
Operations
Product Feeds
Create and manage product data feeds to submit to Google, Shopzilla, and Shopping.com
Shipping
Get real-time rates from UPS, FedEx, and USPS or offer your own custom shipping including free or flat rate.
Search Options
Configure the way that products are searched on your storefront.
Settings
Configure your storefront's business rules to suit your online business.
MonsterMarketplace
Apply to MonsterMarketplace™ or manage your listings.
Payments
Accept payments through real-time or offline processing, PayPal Express, Google Checkout, and more.
Taxes
Set rates for automatic tax calculations on your storefront.
Users
Specify additional users to access your E-Commerce Control Panel.
Page Redirects
Redirect an outdated page URL to a new one as needed.
QuickBooks
Integrate your online store with QuickBooks to import products and synchronize orders.

- Go to the Operations Tab of the Control Panel and click the Product Feeds Icon. This will open the Products Feed manager.

Home > Operations > Product Feeds
Store Status: Opened
Open
Close
Product Feeds
Product feeds are preformatted documents that can be uploaded to comparison shopping engines like Google, ShopZilla, and Shopping.com. Create feeds below to generate a file that can simply be uploaded to an account created on those feed sites.
Create a New Product Feed
You do not have any product feeds.
Return

- The Product Feed Manager is where you will create, edit, and generate your product feeds for submission to your comparison sites. Click



th e Create a New Product Feed button to open the Product Feed Editor.

- Once you have named your feed, you must select which comparison site you would like this feed be submitted to. Each comparison site has it's own set of required, recommended, optional, and custom fields your feed must include. Selecting the Product Feed will automatically switch the Product Feed editor to the relevant Fields.

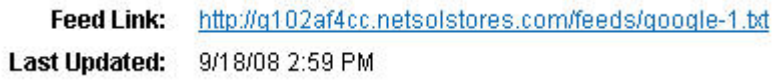
- You may also filter your products included in the feed using the drop down menu. You can include in your feed: All Products, filter By Category, or filter By Manufacturer. If you wish to include hidden products in your feed, select the check box.

Generating up your Product Feed

Selecting Googlebase, Shopzilla, or Shopping.com as your Product Feed target will select automatically select certain product fields but there are other fields that you may select to include in your feed.

- Select the checkbox next to the name of the field that you wish to include.
- Once you are satisfied with your field selections, click, Save, Save & Return, Save & Generate, or Cancel.

- **Save** – This button will save your current feed and keep you on the Product Feed Editor page.
- **Save & Return** - This button will save your current feed and return you to the Product Feed Manager page.
- **Generate & Save** - This button will generate your feed (use your feed criteria and create a feed with your current products) and then save the feed. At the bottom of the feed editor a feed link will appear with the last date the feed was updated. You can click on this link to see the information included in your product feed. The link itself is what you will need to submit to Google.



- **Cancel & Return** – Cancels the feed without saving it a returns to the Product Feed Manager page

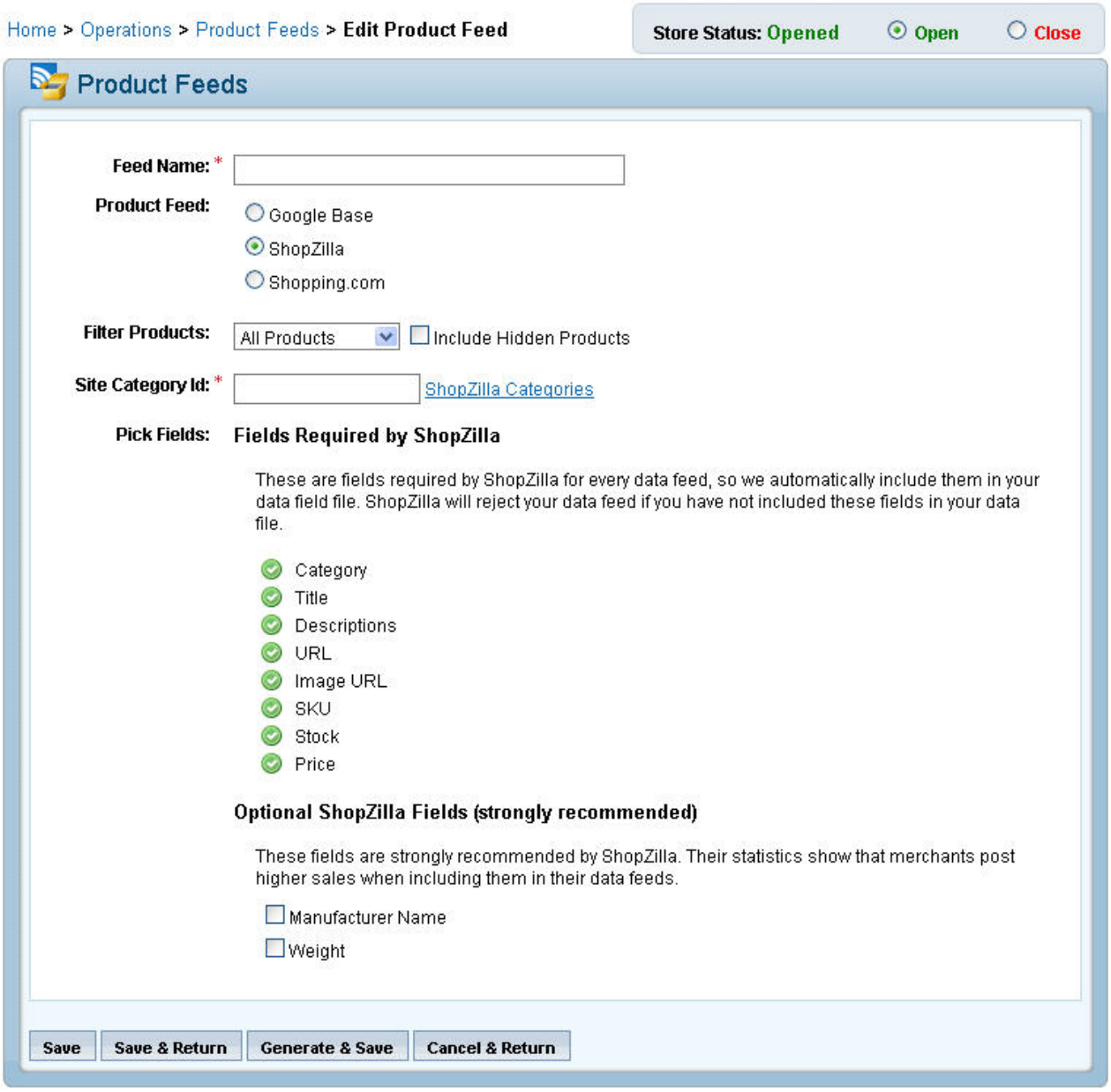
Once your feed has been saved, it will appear on both the Product Feed Manager page and the Storefront Overview page, where you can generate the feed again.

NOTE: If you change your available inventory by adding, editing, or deleting products, you will need to re-generate your feed and re-submit it to your comparison site.

Googlebase Product Feed

Shopzilla Product Feeds

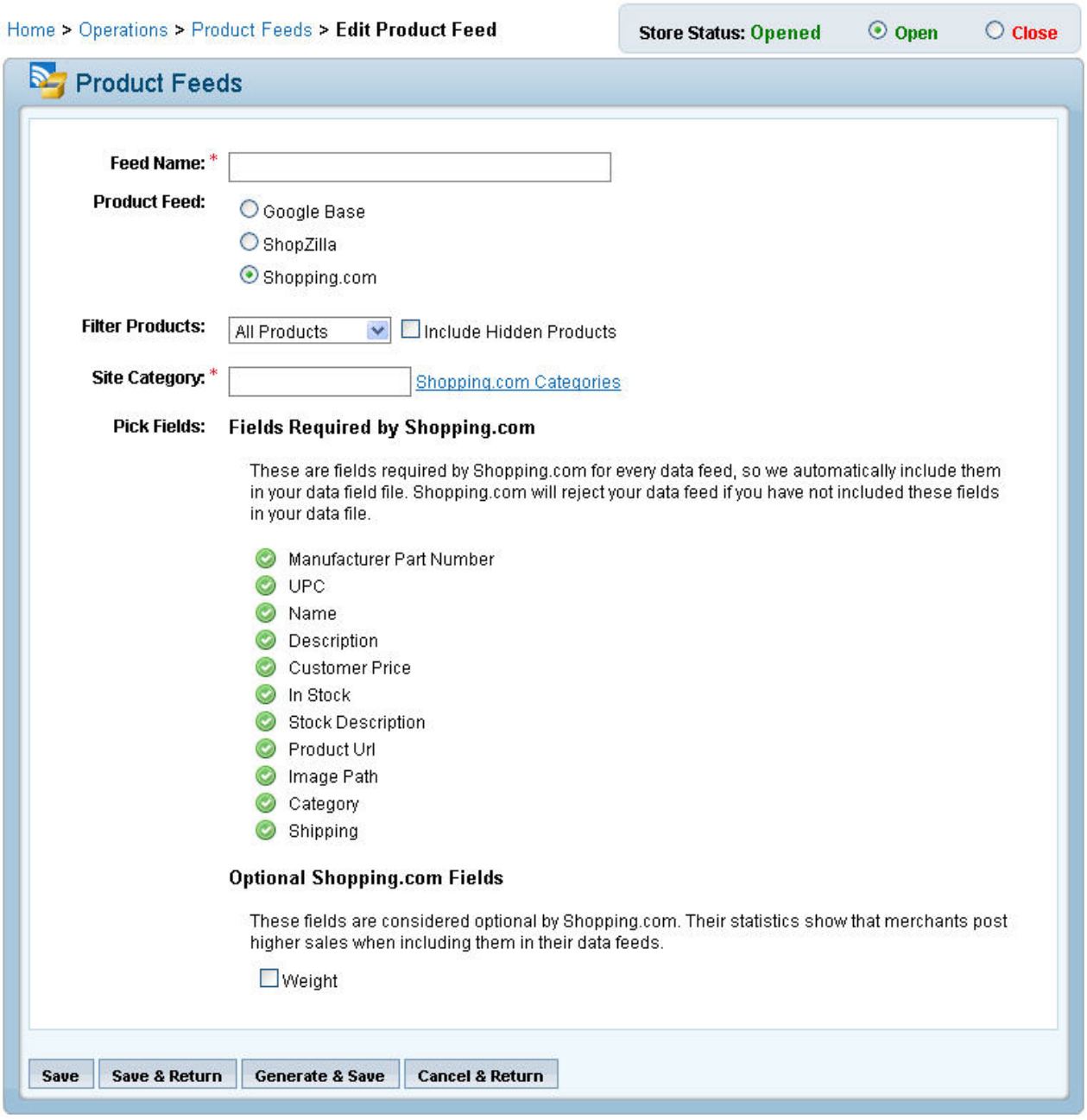
The Shopzilla comparison site requires that you submit a Site Category ID for your products. A list of ShopZilla categories can be found here.



NOTE: You must have an active account to use ShopZilla.

Shopping.com Product Feeds

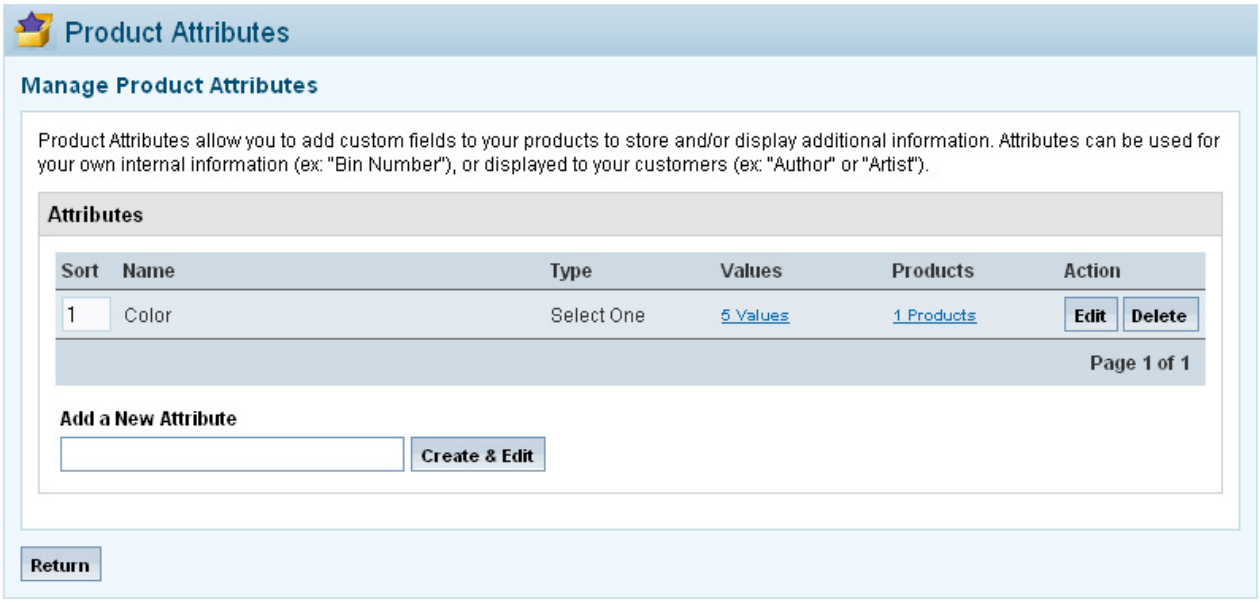
The Shopping.com comparison site requires that you submit a Site Category for your products. A list of Shopping,.com categories can be found here.



NOTE: You must have an active account to use Shopping.com.

Product Attributes

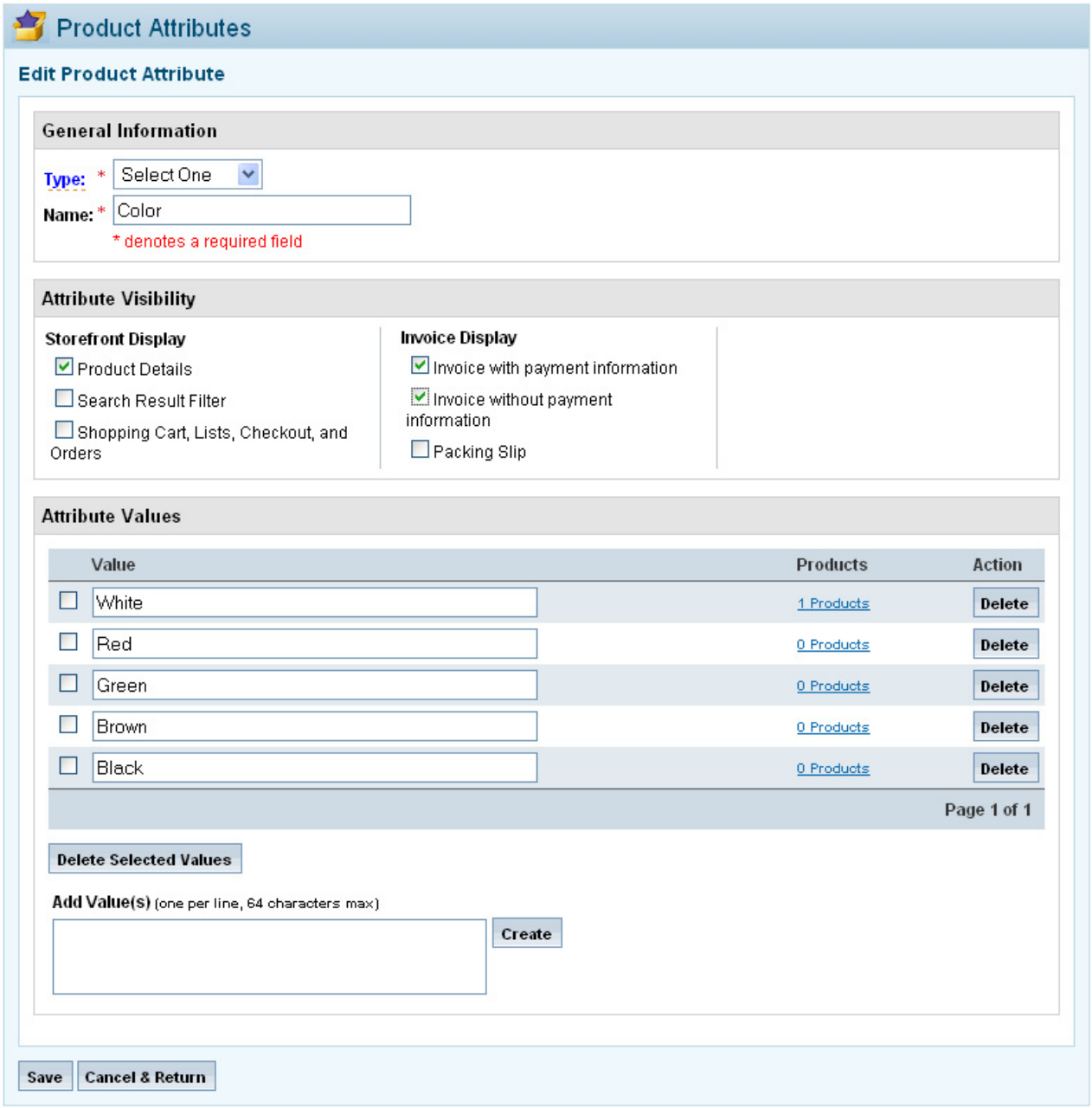
Product attributes allow you to create custom fields for your products that you can use internally or show to your customers. You can use these fields to create new search and filter options for your products that can display on the storefront and on invoices. You create values for each attribute and these values are then assigned to your products. You can specify whether an attribute can only have one value, or contains many values.



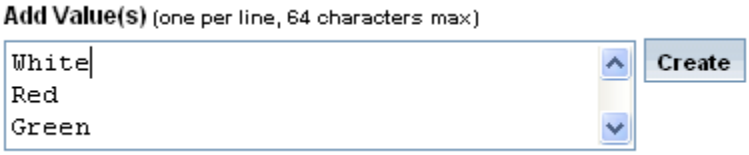
Creating a new Product Attribute

To create an Attribute:

- Enter your New Attribute name and click the **Create & Edit** button. This will open the Product Attribute editor.



- Select the type of Product Attribute. You can select from the following options:
  - **Select One -** A product may have one value from the attribute list.
  - **Select Many -** A product many have multiple values from the attribute list.
  - **Variable Text** - Enter different values for each product.
- Enter the name of the Attribute. This will proceed the value or values wherever the attribute appears.
- Select the attribute visibility.
- Add your attribute Value(s). Enter each new value as a new line. There is a 64 character maximum. Once you are finished, click the **Create** button.

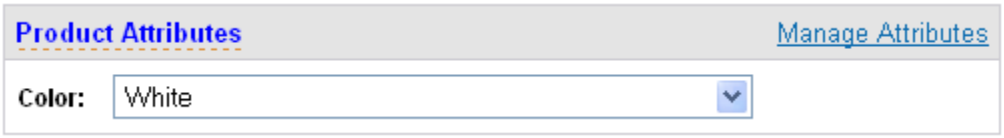


- When you are satisfied with your Product Attribute and its values, click the **Save** button.

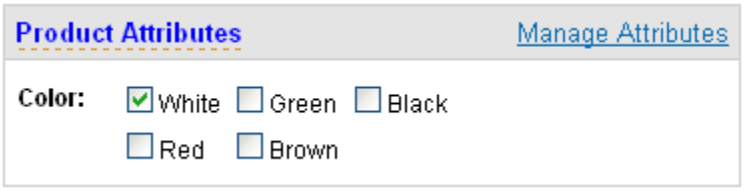
Adding an Attribute to a Product

You add attributes to a product on the **Product Details - Advanced Tab**. There, each attribute has a drop-down list that you can use to select one or more values, depending on the type of attribute.
To add an attribute to a Product.

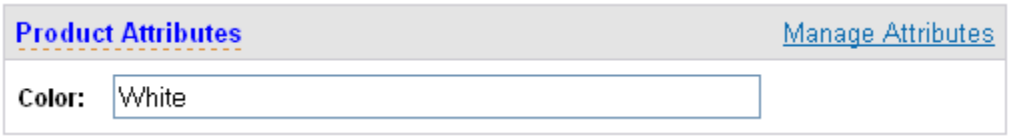
- From the **Inventory Tab**, click **Products**, then find the desired product and click the **Edit** button.
- Navigate to the Advanced Tab. Near the bottom of the Advanced Tab is the Product Attributes Section
  Each attribute will display differently depending on the type of Attribute.
  - For **Select One** attributes, choose a value from the drop-down.



  - For **Select Many** attributes, select the desired values by clicking the checkboxes.



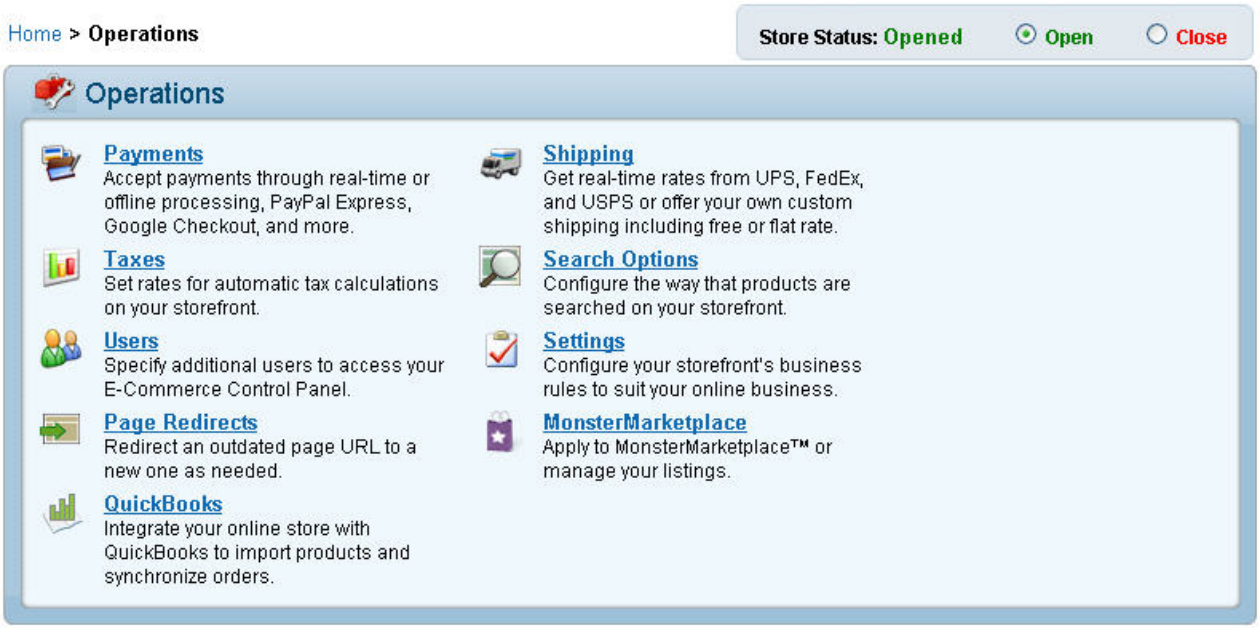
  - For **Variable Text** attributes, you can enter your desired text in the text box for each attribute.



- Once you are finished assigning your attribute values, click the **Save** or **Save & Return** buttons to save your changes.

Operations

The Operations area of your Control Panel contains all of the administrative functions for your storefront. Each section is discussed in detail in their relevant manual page.

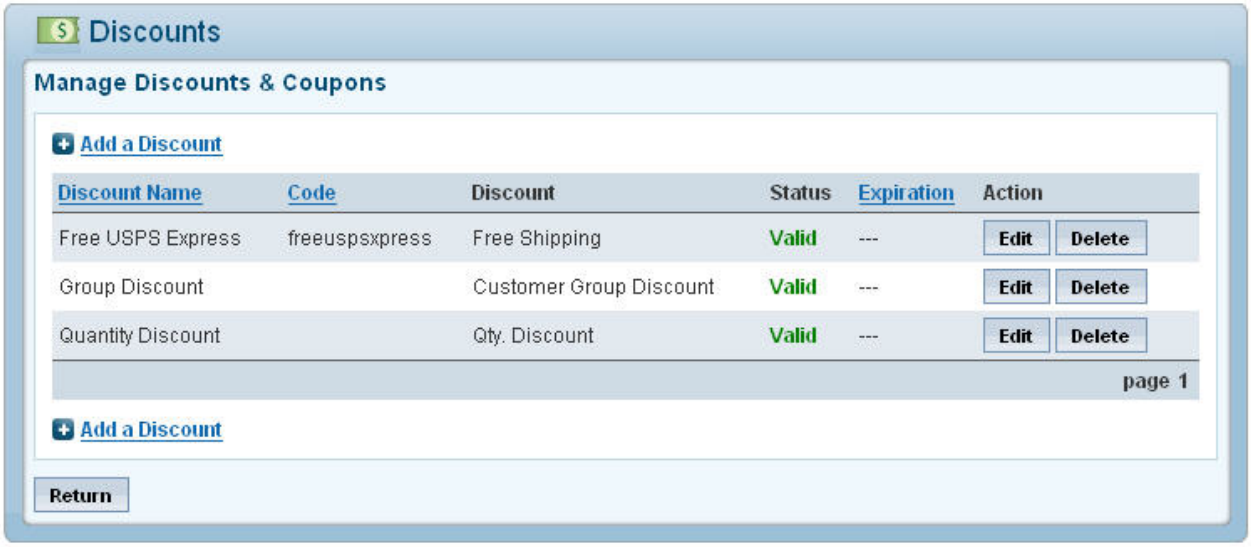

Home > Operations
Store Status: Opened
Open
Close
Operations
Payments
Accept payments through real-time or offline processing, PayPal Express, Google Checkout, and more.
Shipping
Get real-time rates from UPS, FedEx, and USPS or offer your own custom shipping including free or flat rate.
Taxes
Set rates for automatic tax calculations on your storefront.
Search Options
Configure the way that products are searched on your storefront.
Users
Specify additional users to access your E-Commerce Control Panel.
Settings
Configure your storefront's business rules to suit your online business.
Page Redirects
Redirect an outdated page URL to a new one as needed.
MonsterMarketplace
Apply to MonsterMarketplace™ or manage your listings.
QuickBooks
Integrate your online store with QuickBooks to import products and synchronize orders.

Pro-Only Operations

The Premium version has other menu options for Discounts, Import//Export, and Checkout Questions.

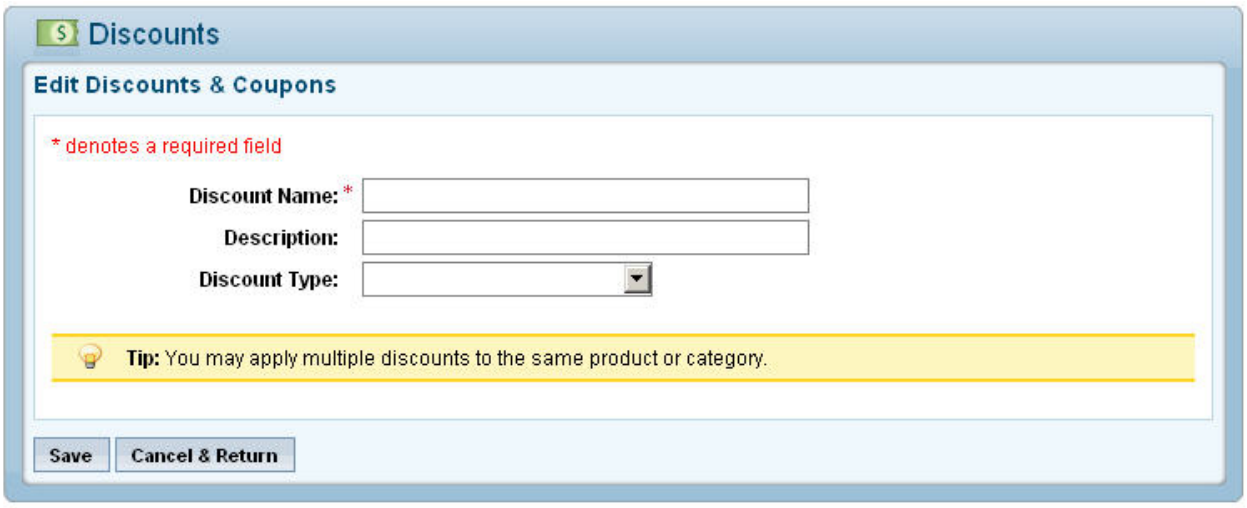
Discounts

The Premium Ecommerce cart offers several ways to offer customers discounts on products and shipping. Some examples are shown in the screen sample below.



Create a New Discount

To create a discount, Click on **Add a Discount**. The Edit Discounts & Coupons screen appears. Enter a name for the discount in **Discount Name**.
Add a description of the discount in **Description**, and then select the type of discount you want to create from the **Discount Type** drop-down list.



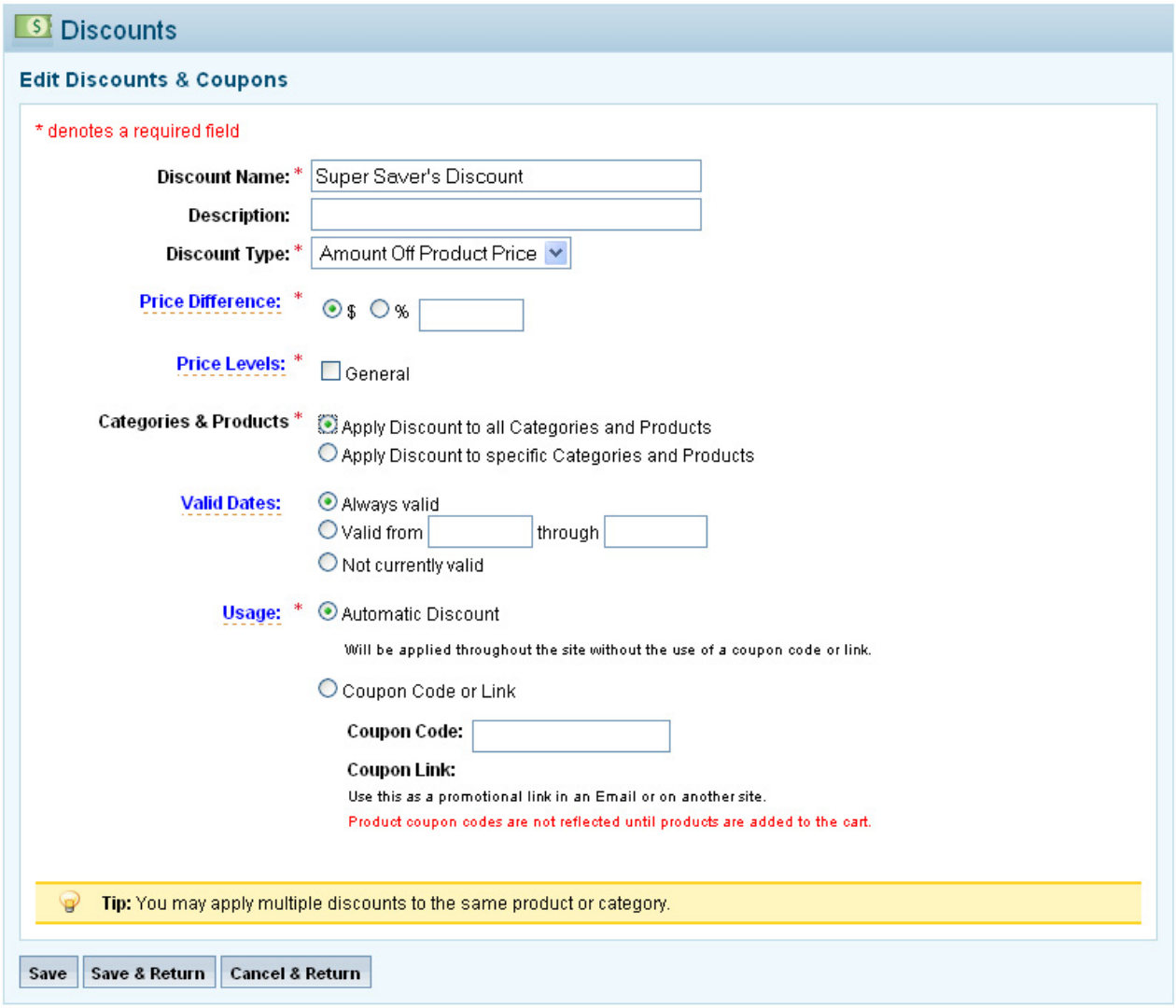
There are 5 types of discounts available.

For instructions and information on creating and using each of these discounts, please see the following pages:

- Amount Off Product Price
- Amount Off Order
- Quantity Discount
- Customer Group Discount
- Free Shipping Discount

Amount off Product Price Discount

You may put individual products on sale by selecting the **Amount off Product Price Discount**. The discount may be for a certain dollar amount off or a percentage of the products' price and can apply to some or all of your Price Levels.. In the screen example below, the discount will apply to all categories and products.


Discounts
Edit Discounts & Coupons
* denotes a required field
Discount Name: * Super Saver's Discount
Description:
Discount Type: * Amount Off Product Price
Price Difference: * $ %
Price Levels: * General
Categories & Products * Apply Discount to all Categories and Products
Apply Discount to specific Categories and Products
Valid Dates: Always valid
Valid from through
Not currently valid
Usage: * Automatic Discount
Will be applied throughout the site without the use of a coupon code or link.
Coupon Code or Link
Coupon Code:
Coupon Link:
Use this as a promotional link in an Email or on another site.
Product coupon codes are not reflected until products are added to the cart.
Tip: You may apply multiple discounts to the same product or category.
Save
Save & Return
Cancel & Return

Coupon Codes

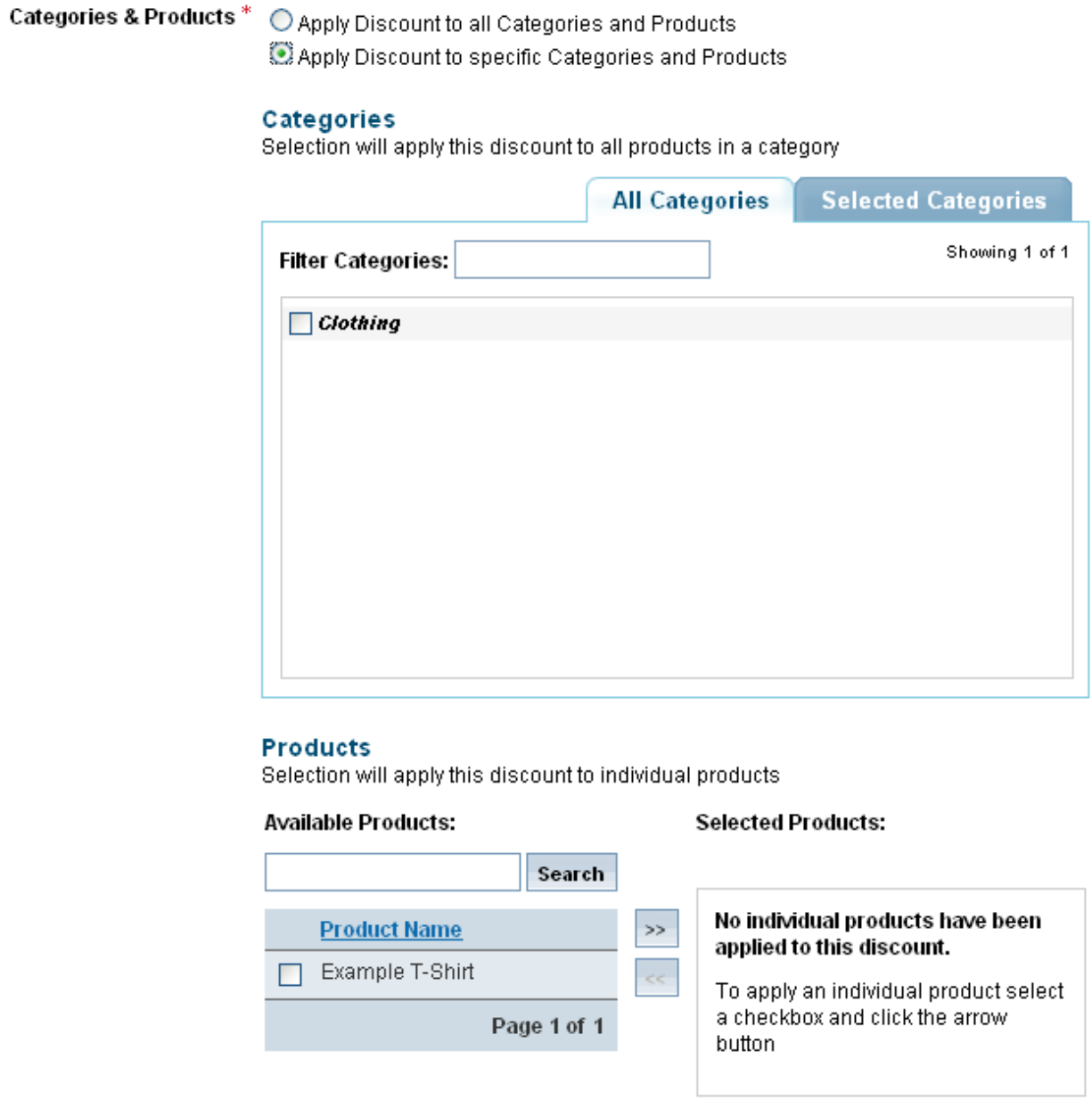
If you do not wish to make this an Automatic Discount you can create your own Coupon Code that will also generate a Coupon Link. You can share this link with specific customers to give them the discount.

Coupon Code or Link
Coupon Code: 12345ExampleCodeA
Coupon Link: http://q102b4ad8.netsolstores.com/index.aspx?dc=12345ExampleCodeAlpha
Use this as a promotional link in an Email or on another site.
Product coupon codes are not reflected until products are added to the cart.

NOTE: Product coupon codes are NOT reflected until products are added to the cart.

Category and Product specific Discounts
When using **Apply Discount to specific Categories and Products**, a selector, like the one below, will open. From this section you can choose the categories and/or products you would like to include in your discount.

To select a Category, click the checkbox next to the Category name. When you select a category, all products in that category will be included in the discount.


Categories & Products *
Apply Discount to all Categories and Products
Apply Discount to specific Categories and Products
Categories
Selection will apply this discount to all products in a category
All Categories
Selected Categories
Filter Categories:
Showing 1 of 1
Clothing
Products
Selection will apply this discount to individual products
Available Products:
Selected Products:
Search
Product Name
Example T-Shirt
Page 1 of 1
>>
<<
No individual products have been applied to this discount.
To apply an individual product select a checkbox and click the arrow button

To add an individual product to a product discount:

- Click in the checkbox next to the Product name in the **Available Products** list.
  NOTE: If you have many products, the list will be paged, as seen in the sample selector above. You can scroll through the pages or click on a page number to go directly to that page. There is also a Search field that will display a list of Available Product(s) based on the search term entered.
- Click the right arrow button to add it to the **Selected Products** list.
- Repeat this procedure for each Product you want to include in your discount.

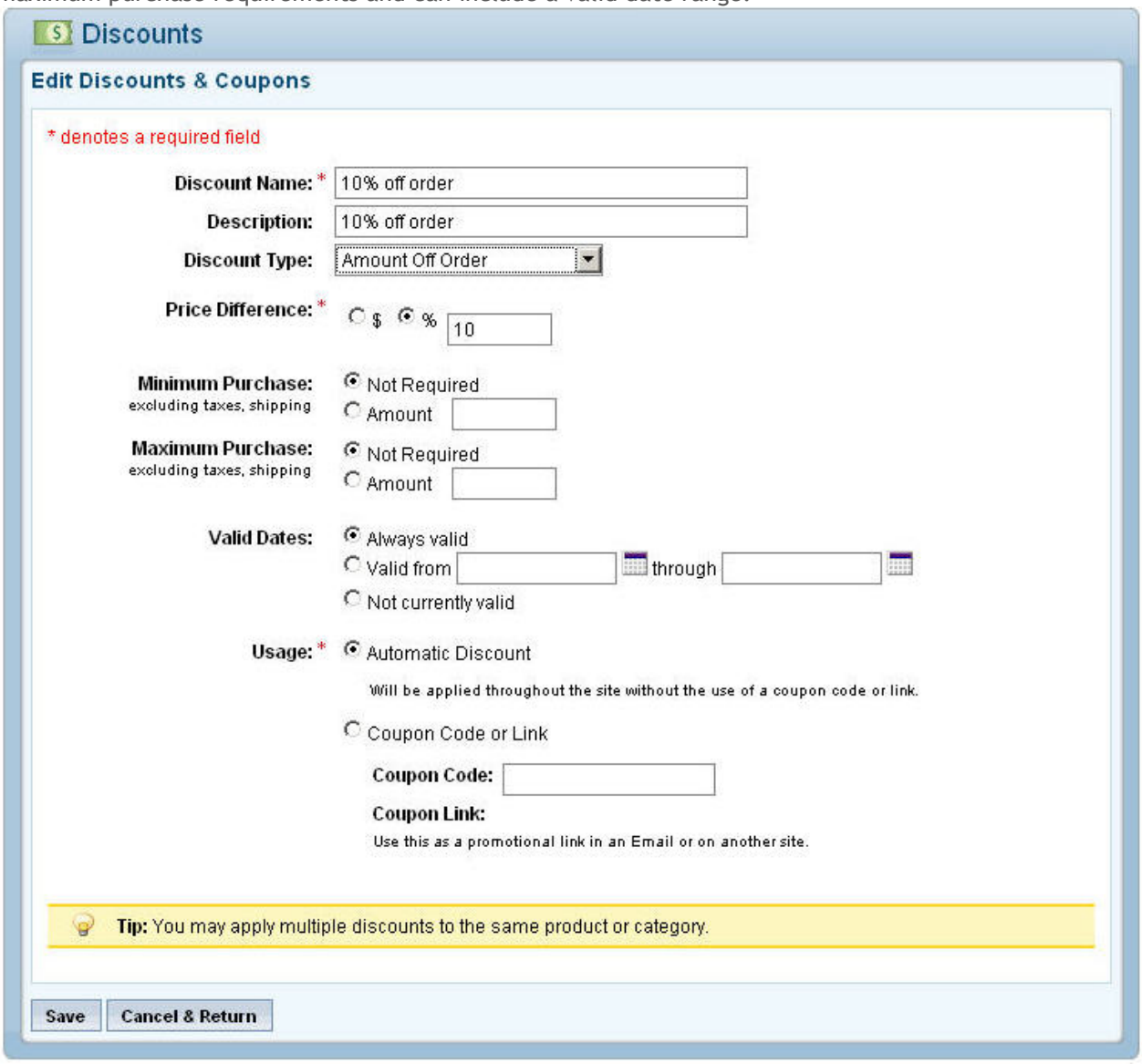
To remove a Product from the Selected Products list:

- Click the checkbox next to a Product in the **Selected Products** list or enter a search term to display a list from which to select a Product.
- Click the left arrow button to remove it from the **Selected Products** list.

When you have selected all the products, click **Save** at the bottom of the screen, and your discount will appear in a list on the Discounts home page.

Amount Off Order Discount

To give a percentage or dollar amount off of an order's total, you can use the 'Amount Off Order' option. In addition to assigning the Price Difference, this discount can also be assigned minimum and/or maximum purchase requirements and can include a valid date range.


Discounts
Edit Discounts & Coupons
* denotes a required field
Discount Name: * 10% off order
Description: 10% off order
Discount Type: Amount Off Order
Price Difference: * $ % 10
Minimum Purchase: excluding taxes, shipping
Not Required
Amount
Maximum Purchase: excluding taxes, shipping
Not Required
Amount
Valid Dates:
Always valid
Valid from through
Not currently valid
Usage: * Automatic Discount
Will be applied throughout the site without the use of a coupon code or link.
Coupon Code or Link
Coupon Code:
Coupon Link:
Use this as a promotional link in an Email or on another site.
Tip: You may apply multiple discounts to the same product or category.
Save
Cancel & Return

If you do not want the discount amount taken off as products are being added to the cart, you may opt to use a Coupon Code that is entered during checkout. A Coupon link is also created and can be given to customers for promotional purposes.

Coupon Code or Link
Coupon Code: tenpercent
Coupon Link: http://q1018320a.netsolstores.com/index.aspx?dc=tenpercent
Use this as a promotional link in an Email or on another site.

Quantity Discount

A Quantity Discount applies to specific products and allows incremental discounting based on the number of items sold. You can specify either a dollar amount or percentage off the price.

To create a Quantity Discount

- Specify the Discount Name and Discount Type (Quantity Discount).
- Specify whether this will be a percentage-off or dollar-off discount.
- Enter the minimum and maximum quantities, as well as the applicable discount percentage or amount. You can create more than one rule with different discounted amounts or percentages.
- Specify which products are eligible for this discount. To select products for you discount:
    - Click in the checkbox next to the Product name in the **Available Products** list.
    - **If you have many products, the list will be paged, as seen in the sample selector above. You can scroll through the pages or click on a page number to go directly to that page.**
      There is also a Search field that will display a list of Available Product(s) based on the search term entered.
    - Click the right arrow button to add it to the **Selected Products** list.
    - Repeat this procedure for each Product you want to include in your discount.
    - **To remove a Product from the Selected Products list, simply reverse the procedure.**
        - Click the checkbox next to a Product in the **Selected Products** list or enter a search term to display a list from which to select a Product.
        - Click the left arrow button to remove it from the **Selected Products** list.
- The quantity discounts created appear in the "Discounts Applied" table on the **Advanced** tab of the **Product Detail** page.
- Other options you can set include a date range and allow it as a valid discount for customer groups.

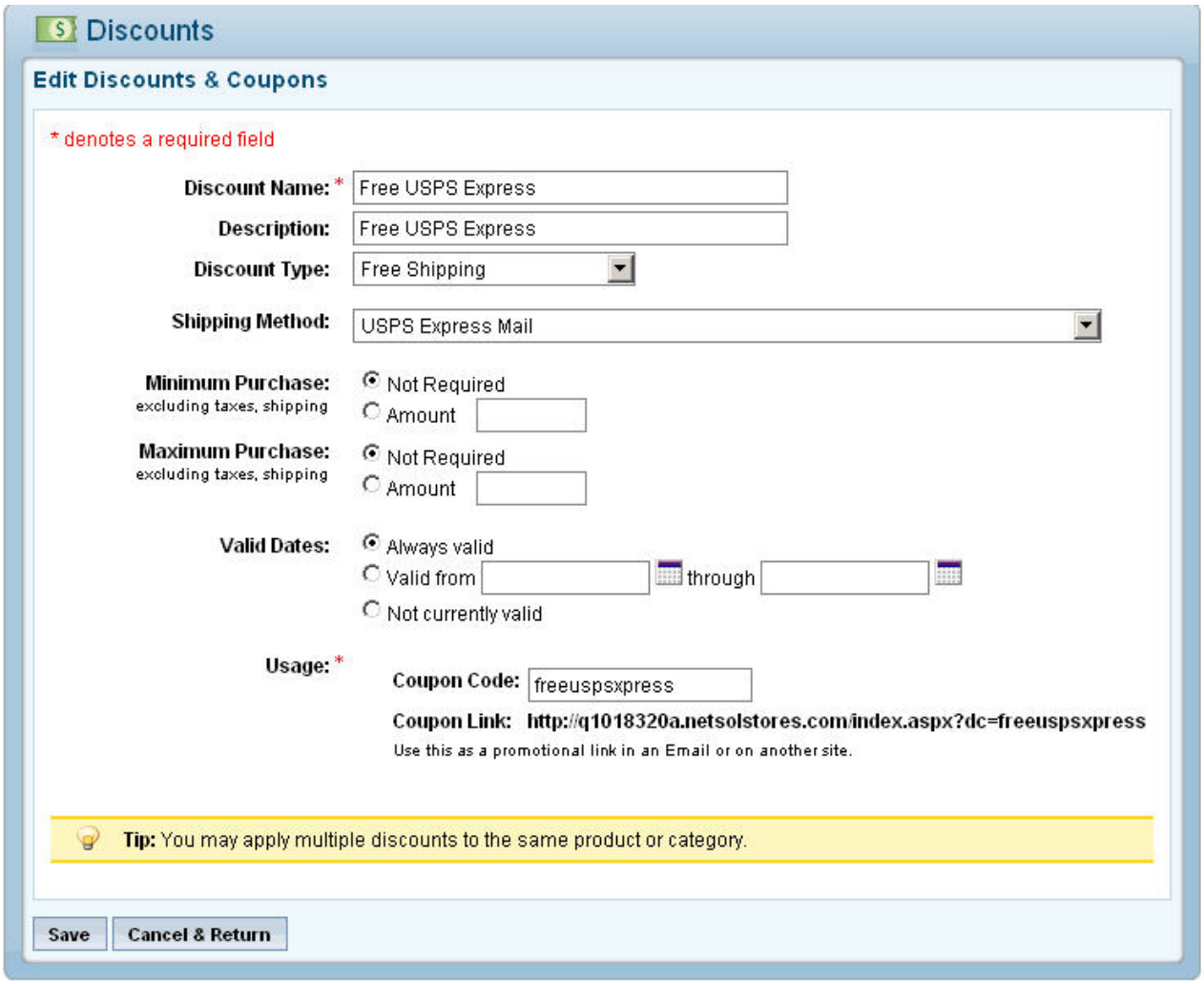
Free Shipping Discount

The Free Shipping Discount allows you to select one of your active shipping methods and offer it at no charge as a benefit to customers. The Free Shipping Discount is applied either via a code entered at checkout or by a customer entering the site with a Coupon Link. The selected discounted shipping method is available in Checkout, but will display a price of $0.00.

Other optional restrictions you can include are:

- Minimum Purchase amount - free shipping applies when a customer purchases the minimum amount entered in this field
- Maximum Purchase amounts - free shipping applies when a customer spends no more than the maximum amount entered in this field.
- Valid Date range - free shipping applies only during the dates specified in these fields.

The example screen below shows a Free shipping discount to your customers via USPS Express Mail when they enter the coupon code **freeusxpress**.



Shipping (Premium and Standard Ecommerce)

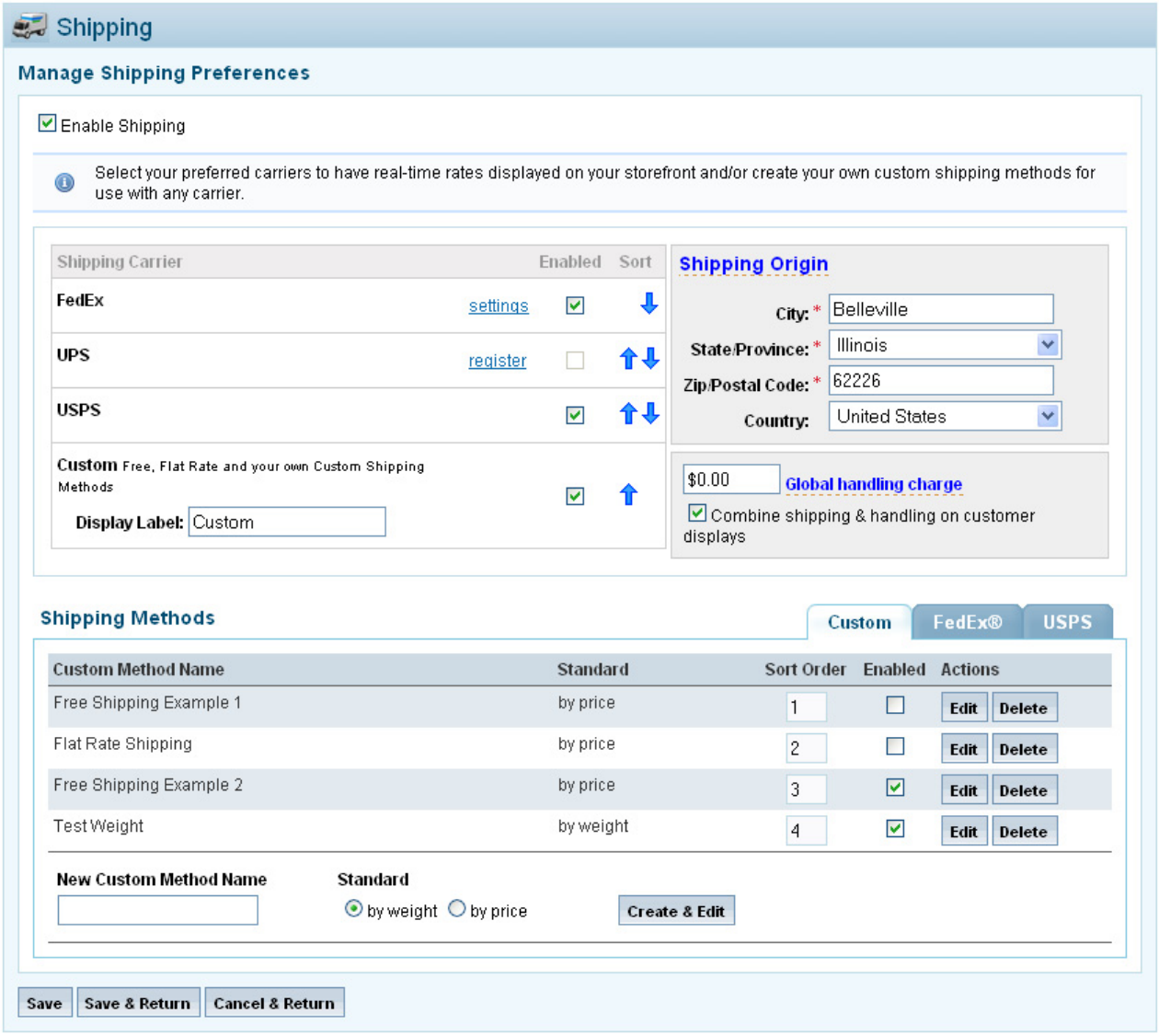
In the Shipping Manager you can select your shipping carrier and methods. Listed below are the shipping options for both the Standard and Premium Ecommerce cart. You will also find instructions for setting up Free Shipping on your site.

Premium Ecommerce Shipping

In the Premium cart, you can offer your customers multiple shipping options, including your own custom shipping options that you create. You can also create your own custom shipping label that will appear on your customer's display during checkout, assign a global handling charge, and specify whether that charge combined with shipping on customer displays.

Specify your Shipping Origin

For rates to return correctly, you must specify your shipping origin. If you have a real-time carrier selected, your methods will display below. For International Shipping, you can specify your country of origin from the provided list.

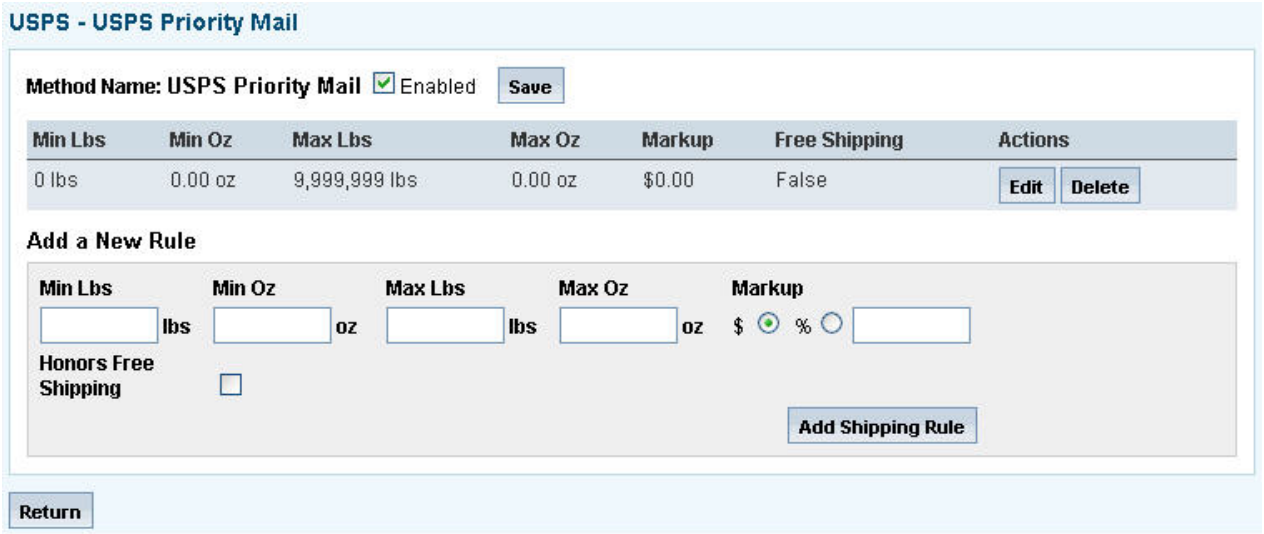


To Enable a Shipping Carrier:

- Register with the carrier (if you are going to use FedEx or UPS). You can register with either of the carriers by clicking on the link which will take you to their respective sites.
- Click in the checkbox next to **Enable** to make one or more shipping carriers active on your site.
- Use the blue up and down arrows to change the order in which the carriers will display to your customers in the shipping options list.

Editing your Shipping Methods

You can edit any of your active shipping methods and create new rules for reach method. Select the desired Shipping Method tab then click **Edit** to open a set of options for the selected method.



Each shipping method is made up of rules that you can create, edit, and delete as necessary. For example, you could create a shipping method that honors free shipping from 0 to 10 lbs, charges as normal for 11 to 30 lbs, and charges and additional markup for anything over 30 lbs. Each of those rules are created separately for your shipping method.

To Create a New Rule:

- Specify the minimum and maximum weight limits for your new rule.
- If you wish to have a markup for your shipping rule, specify whether the markup dollar or percentage based, and then add the markup in the subsequent field. This markup is automatically added into the shipping rates displayed at checkout.
- If you wish your rule to honor Free shipping for any products that have the free shipping designation, select the "Honors Free Shipping" checkbox.
- Once you are satisfied with your rule, click the **Add Shipping Rule** button.
- Once you've finished adding your rules to your shipping method, click the **Save** button at the top.
- To return to the Shipping Manager, click the **Return** button at the bottom.

Free Shipping

For Free shipping to correctly register for your customers on checkout, you must complete two steps:

1. Select the "Eligible for Free Shipping" checkbox for the products you wish to have free shipping. This option is located in **Inventory > Products > Edit Products** under the Advanced tab. You can find out more about this step here.
2. Create a shipping method that includes a rule with the "Honors Free Shipping" checkbox selected. Setting up a free shipping method is covered in detail here.

Custom Shipping

With the Premium and Standard ecommerce carts, you have the ability to create completely custom shipping methods that you can offer to your customers. Custom shipping methods are discussed at length here.

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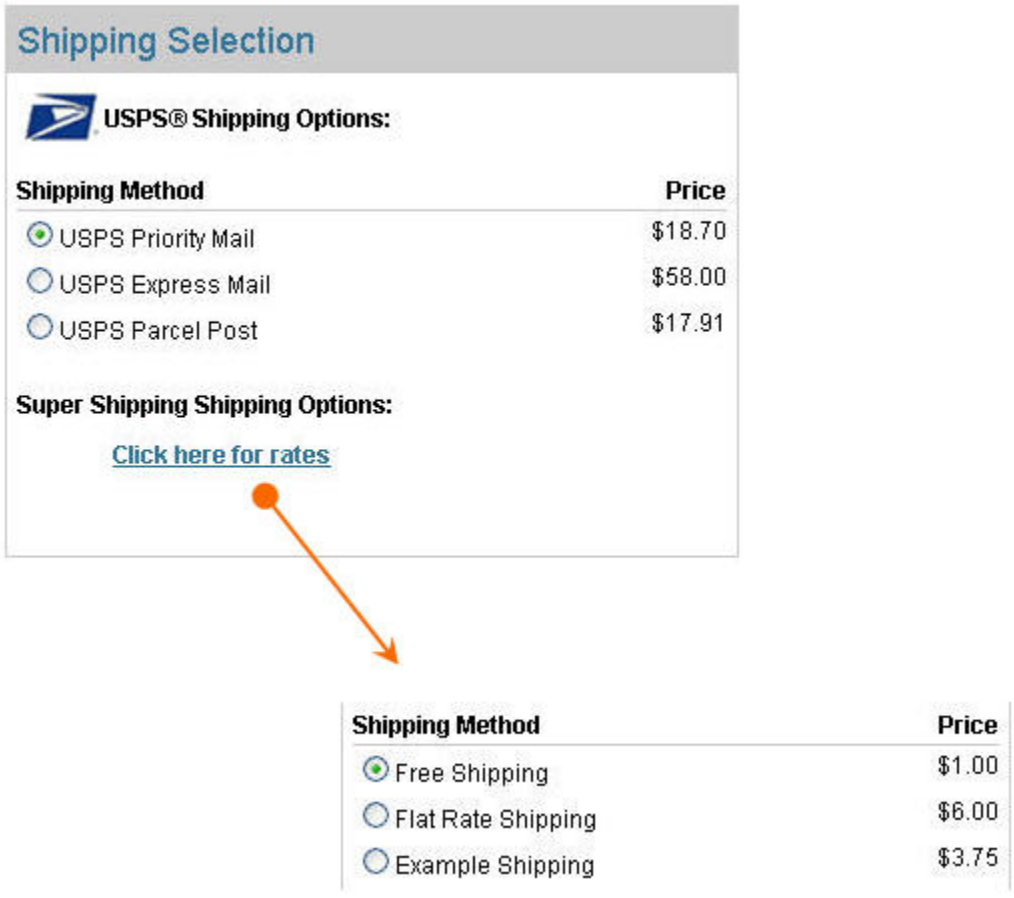
Custom Shipping

Custom shipping is available in both Standard and Premium versions as Flat Rate or Free Shipping. However, when using the Premium version of the cart, custom shipping methods are extended to include creating a custom shipping method based on total cart weight or total cart price.

Custom Shipping Name

You can specify a name for your custom shipping options. This name displays during the checkout phase for your customers when they are presented with their choices for shipping. The default name is "Custom".

Enter your new name in the Display Label and click the **Save** or **Save & Return** button at the bottom of the shipping manager. Your customer will then see your new label when they checkout. Clicking underneath that label for rates will show all of your custom shipping methods.

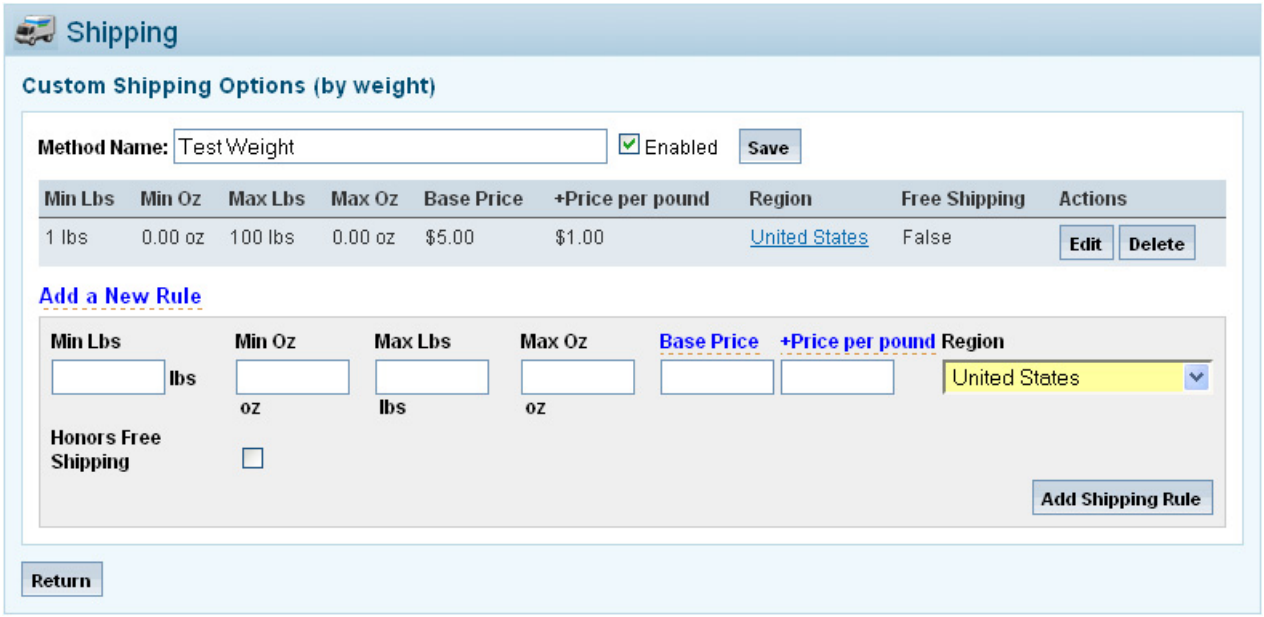


Creating a Custom Shipping Method

You can create a custom shipping method by entering your new custom method name, selecting your shipping standard, and clicking the **Create & Edit** button. If you wish to create or edit the USPS shipping methods, click on the USPS tab.

Custom Shipping By Weight

A Custom shipping rule based on weight means that a customer's shipping prices are based on the total weight of the order. You create rules based on weight ranges for your shipping method to follow. For example, you could create a shipping method that honors free shipping from 0 to 10 lbs, charges as normal for 11 to 30 lbs, and charges and additional markup for anything over 30 lbs. Each of those rules are created separately for your shipping method.

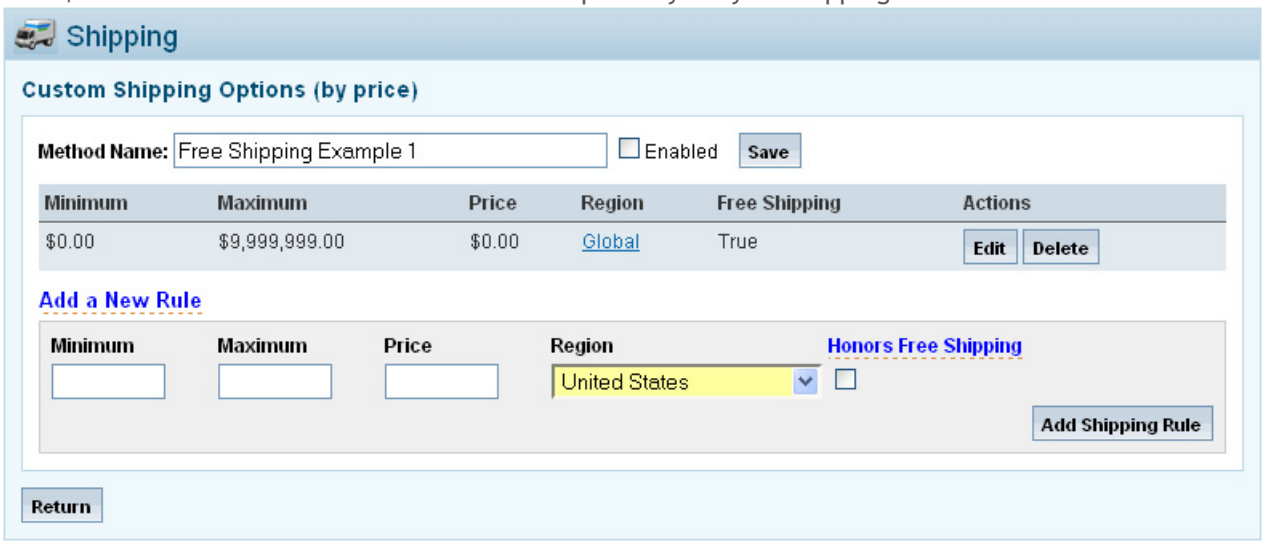


To Create a New Weight Rule:

- Specify the minimum and maximum weight limits for your new rule.
- If you wish to have a markup for your shipping rule, specify whether the markup dollar or percentage based, and then add the markup in the subsequent field. This markup is automatically added into the shipping rates displayed at checkout.
- If you wish your rule to honor Free shipping for any products that have the free shipping designation, select the "Honors Free Shipping" checkbox.
- Once you are satisfied with your rule, click the **Add Shipping Rule** button.
- Once you've finished adding your rules to your shipping method, click the **Save** button at the top.
- To return to the Shipping Manager, click the **Return** button at the bottom.

Custom Shipping By Price

A Custom shipping rule based on price means that a customer's shipping prices are based on the total cost of the order. You create rules based on price ranges for your shipping method to follow. For example, you could create a shipping method that follows normal shipping from $0.00 to $100.00, charges $5.00 shipping for orders between $100.00 to $200.00, and honors free shipping for any orders over $200.00. Each of those rules are created separately for your shipping method.



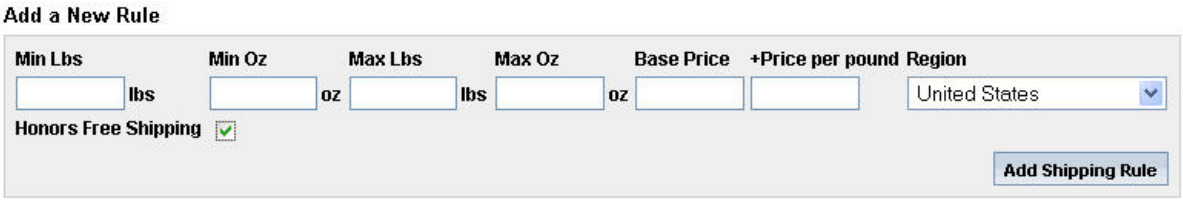
To Create a New Price Rule:

- Specify the minimum and maximum price limits for your new rule.
- If you wish to have a markup for your shipping rule, specify the markup amount in the Price field. This markup is automatically added into the shipping rates displayed at checkout.
- Select the region that this rule will apply to. For more info on setting up shipping regions, click here.
- If you wish your rule to honor Free shipping for any products that have the free shipping designation, select the "Free Shipping" checkbox.
- Once you are satisfied with your rule, click the **Add Shipping Rule** button.
- Once you've finished adding your rules to your shipping method, select the **Enable** checkbox, to enable your shipping method. Click the **Save** button at the top to save your shipping method.
- To return to the Shipping Manager, click the **Return** button at the bottom.

Free Shipping

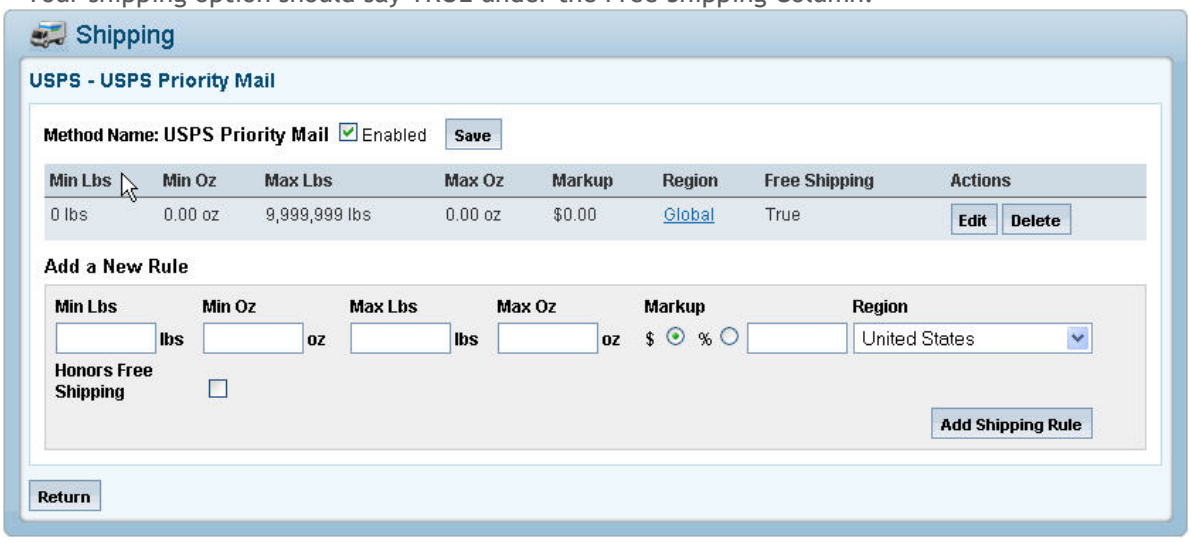
For Free shipping to correctly register for your customers on checkout, you must:

1. Select the "Eligible for Free Shipping" checkbox for the products you wish to have free shipping. This option is located in **Inventory > Products > Edit Products** under the Advanced tab.
2. Create a shipping method that includes a rule with the "Honors Free Shipping" checkbox selected or take one of your existing shipping methods (or USPS shippjng methods) and edit their rules to "Honor Free Shipping"..



For Example:
You might want to give your customers the option of using USPS Ground for their Free shipping options. To setup free shipping you would:

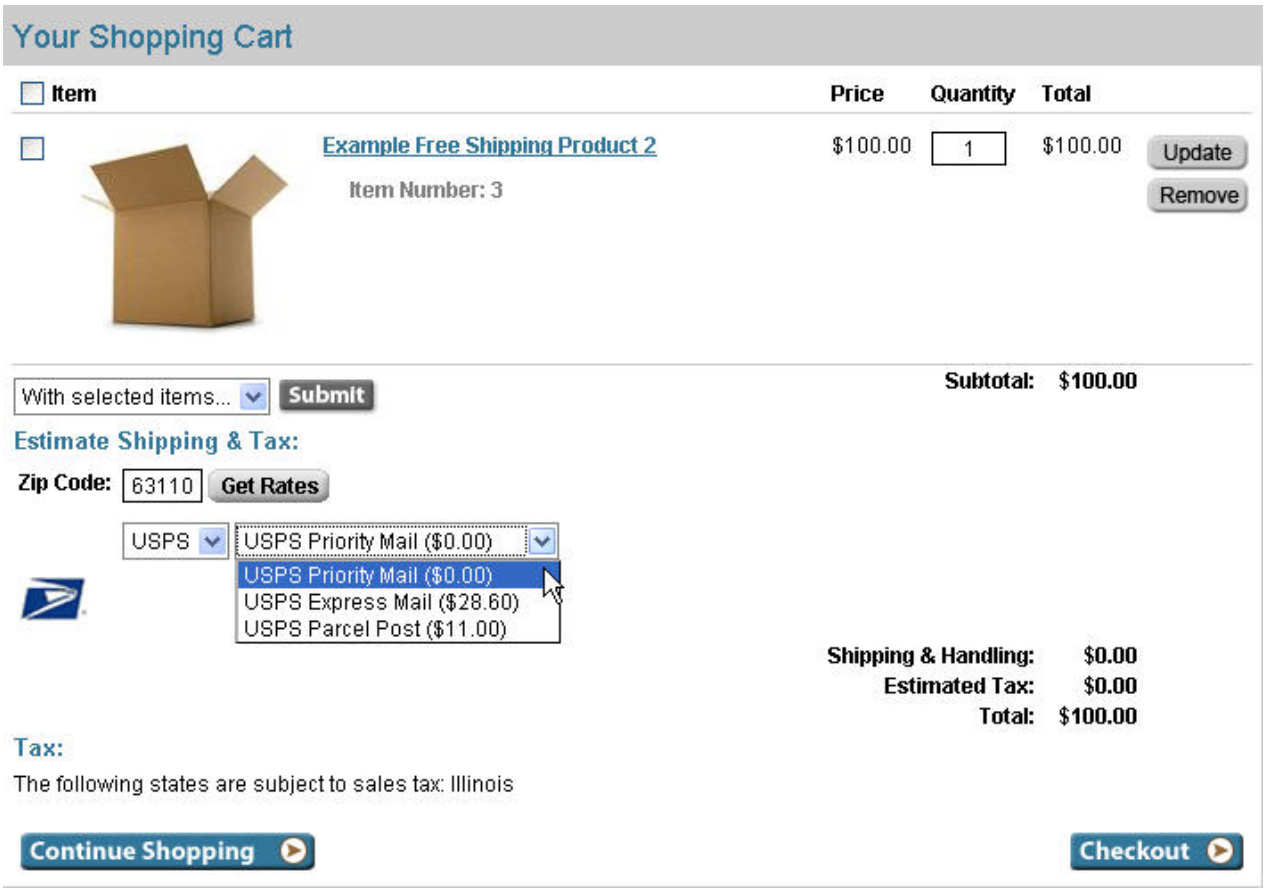
- Go to Operations > Shipping in the Control tab and navigate to the Custom Shipping Options.
- Select the USPS tab
- Click the Edit button next to the USPS Priority Mail shipping Method.
- In the Shipping method, click the Edit button next to the main rule (If you've added new rules to this shipping method, you will need to edit all rules under the method).
- Select the "Free Shipping" option and click the Update button.
- Your shipping option should say TRUE under the Free Shipping Column.



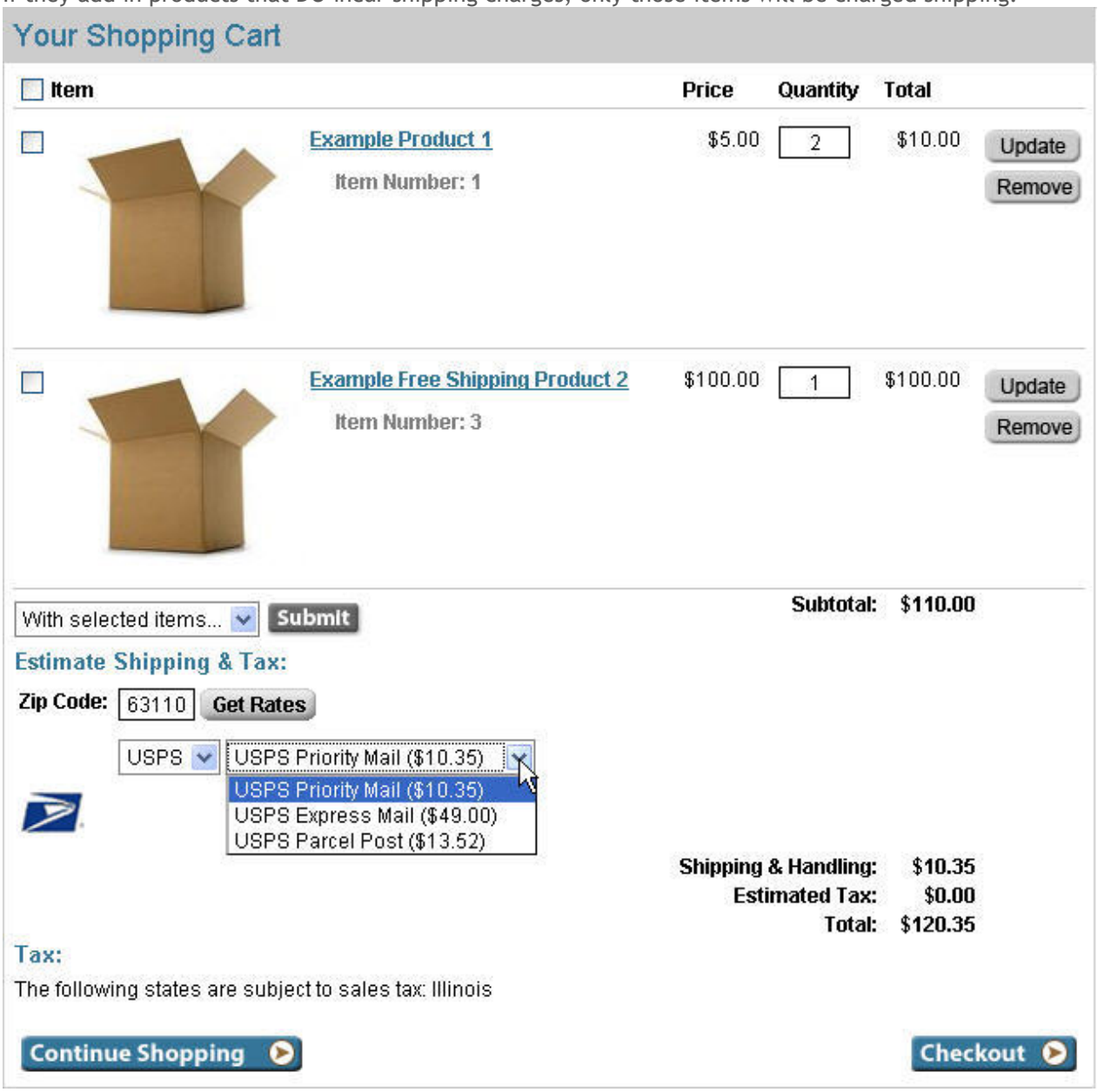
- Click the Save button to save your shipping option, then click the Return button at the bottom to return to the Shipping Manager.
- On the Shipping Manager page, click the Save or Save & Return button.

Once you've set any products you wish to be free shipping eligible, your customers, when checking out, will see your Free Shipping products with the Free Shipping icon on your storefront.

When they pick a shipping option, they will see that your USPS Priority ship will charge no shipping for them.



If they add in products that DO incur shipping charges, only those items will be charged shipping.



For more information on setting making your products eligible for free shipping, please visit the Products page here.

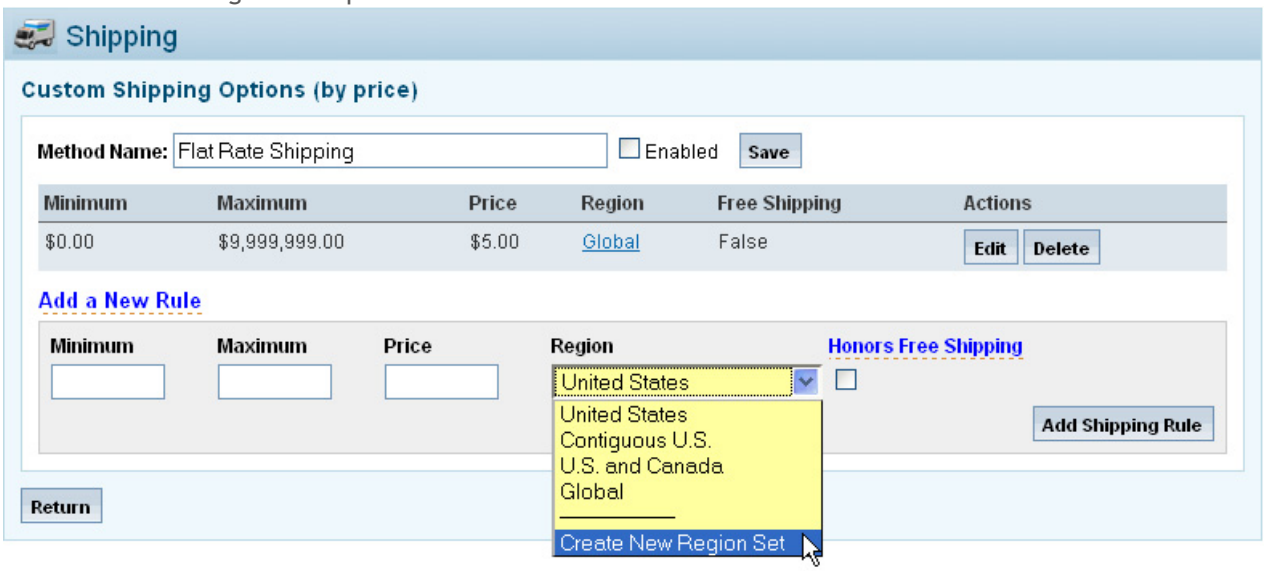
Regions (Premium Only)

When creating custom shipping methods in the Premium Cart, you can control your shipping destinations by creating regions. A shipping region is a collection of cities, states, provinces, territories, or countries that you can ship your products to via a custom shipping method.

There are four default regions:

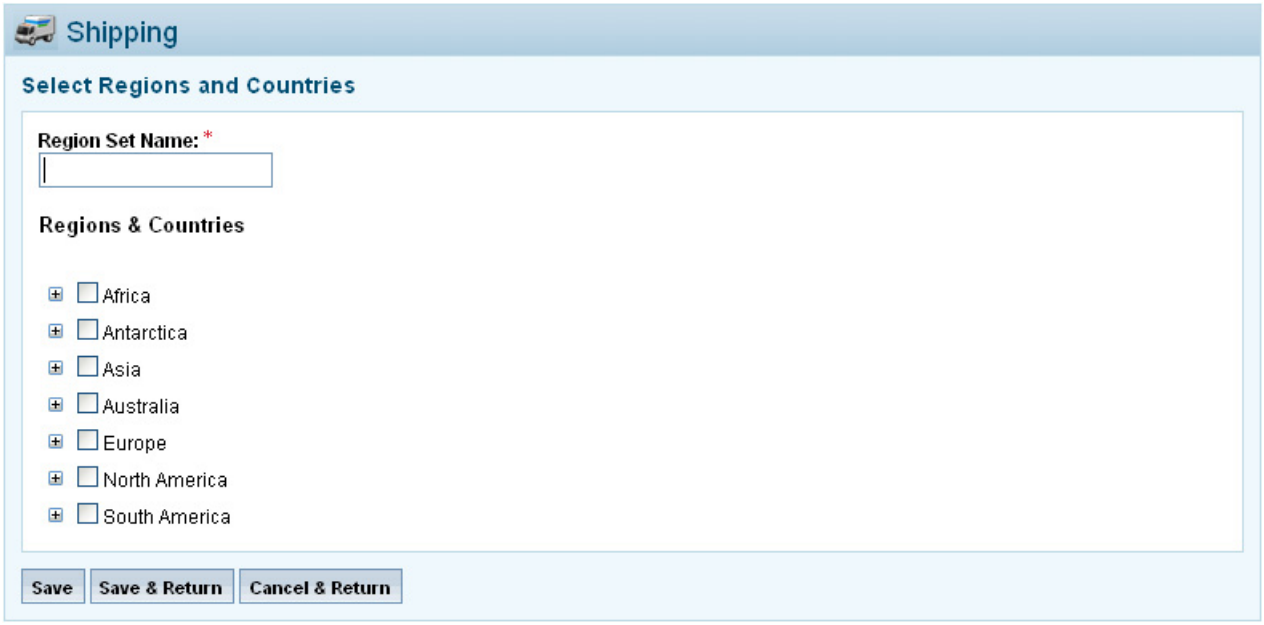
- United States
- Canada
- US and Canada
- Global

If you would like to ship elsewhere or restrict your shipping, you can edit any of the regions by selecting it from the **Region** drop-down in the **Add A New Rule** section (Create or Edit a Custom Shipping Method to be taken to the Custom Shipping Options page). You can also create your own region set by selecting the Create New Region Set option at the bottom.



To create a new region:

- Select **Create New Region Set** from the drop-down.
- Enter a name for the Region set and expand the list of regions and countries with the [+].
- After they have been expanded, you can select any countries for the new set by placing a check in the checkbox.
- Once complete, click **save.**


Shipping
Select Regions and Countries
Region Set Name: *
Regions & Countries
Africa
Antarctica
Asia
Australia
Europe
North America
South America
Save
Save & Return
Cancel & Return

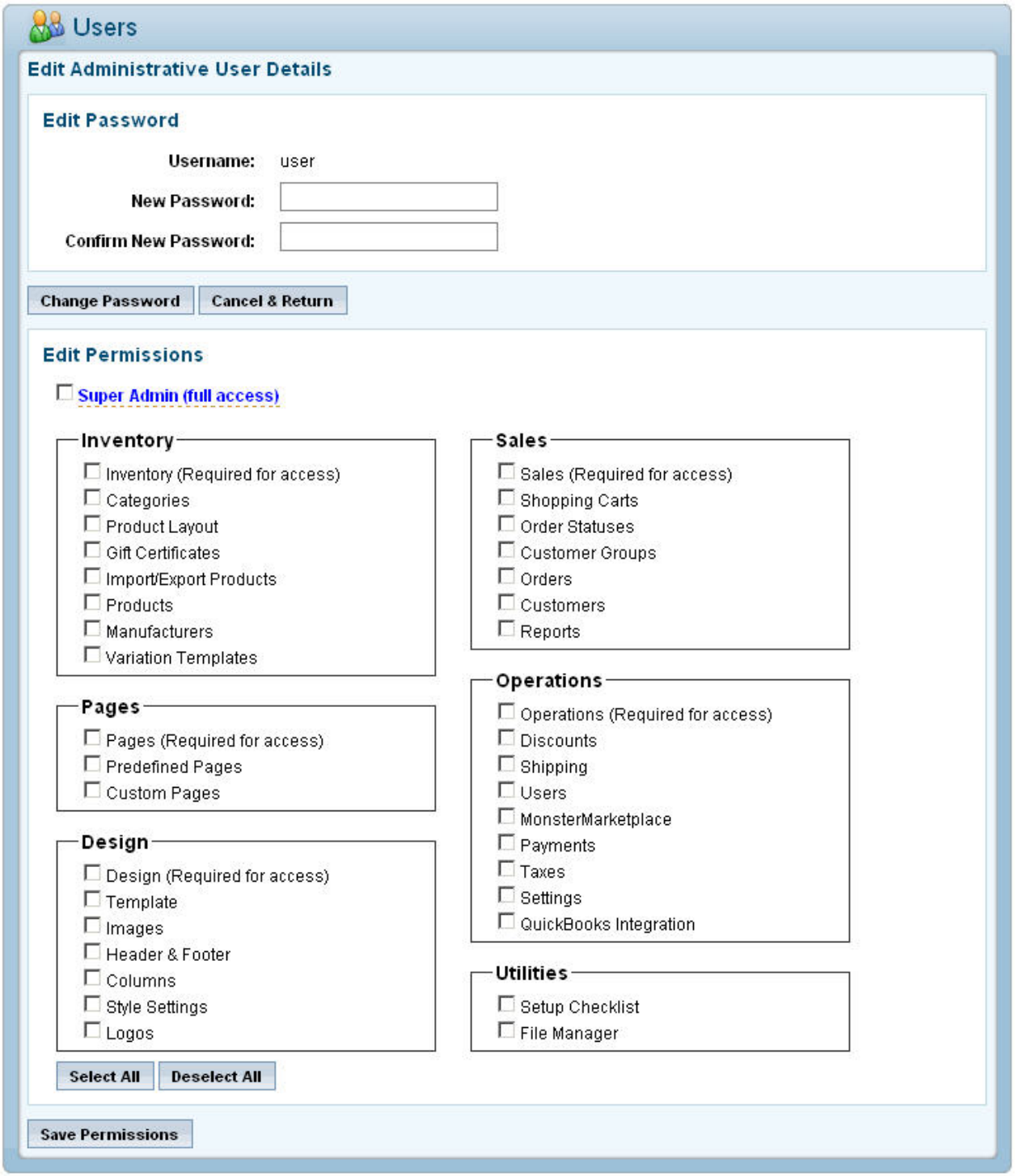
Users

For security purposes, any individual who will need to access your Control Panel should have a unique user identity (username and password). The Manage Control Panel **Users** screen allows you to create new users and modify the permission levels of existing users. The store owner and any user designated as a Super Admin may delegate administrative tasks to other users.

To create a new user, go to the **Operations** Tab and click on **Users.** Enter the information required and click **Create User.**

Once the user has been created, you control what this users sees and does not see. You may assign permissions to some or all areas of the Control Panel. Simply click in a checkbox next to a section of your store that your new userwill need to access.

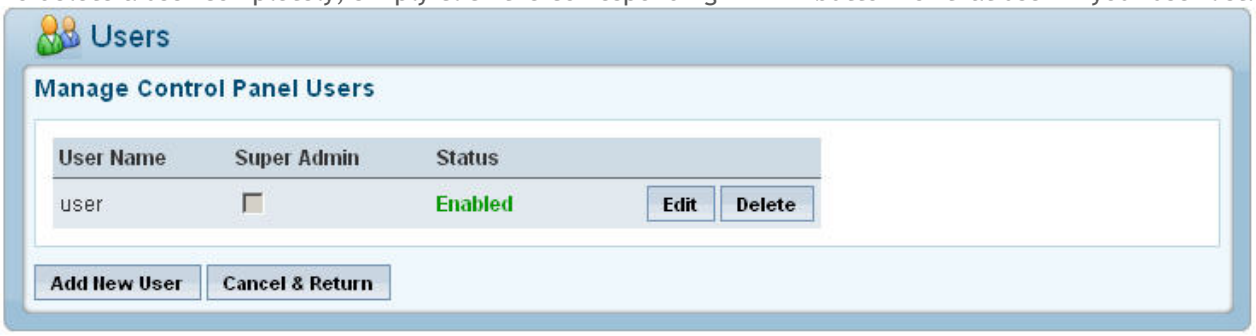
If you click the checkbox for Super Admin, the user will have access to all areas of your store. When you are finished, click **Save Permissions** at the bottom of the page.



Deleting Permissions/Users

To delete one or more permissions for a user, go to your user list, select the user you wish to change, and click **Edit** to open the **Permissions** section. Then simply un-check the box next to the permission(s) to be removed, and the click **Save Permissions** at the bottom of the page.

To delete a user completely, simply click the corresponding **Delete** button for that user in your user list.



MonsterMarketPlace (MMP)

'What is the Monster Market Place?

The MonsterMarketplace is shopping directory that all Network Solutions e-commerce clients are given the opportunity to submit their storefront for FREE.

- Your store will need to meet the MonsterMarketplace submission guidelines before being accepted.
- Once accepted, you will receive an approval email with a link to your store landing page within MonsterMarketplace.com.
- You will have the ability to edit and add information to enhance your store's listing.

How do I sign up for the MonsterMarketplace?

From the left side of your Control Panel, click on the "Manage Your Listings" link under the **MonsterMarketplace** heading. This will take you to the main MonsterMarketplace Menu screen in your Control Panel. Once you click on the "Sign Up" link a new window will open; this window contains the Submission form for the MonsterMarketplace. Complete all of the information on the form to the best of your ability and click **Submit My Store** at the bottom.

How do I manage my listings?

From the left side of your Control Panel, click on the "Manage Your Listings" link under the **MonsterMarketplace** heading. This will take you to the main MonsterMarketplace Menu screen in your Control Panel. When you click on the "Manage My Listing" link a new window will open. The new window will direct you to your store listing on the MonsterMarketplace. Read the MonsterMarketplace Guide for more information on how to manage and enhance your listings.

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Checkout Question

With Checkout Questions, you have the option of some more information about your customer before they complete their order. To create a checkout questions, go to **Operations** tab and click on **Checkout Questions**. The screen shot below shows an example checkout question.
You can have up to 15 checkout questions with up to 50 options or answers per question.

To create a Checkout Question

- Enter the question and select the input type. The following input types can be used for checkout questions:
    - **Radio Button or Drop Down -** The customer can select one attribute from a list of options.
    - **Check box - Single -** The customer can select the option. This can be used for simple Yes or No answers.
    - **Check box - Multiple -** The customer can select multiple attributes from a list of options.
    - **Text - Single -** The customer can enter one line of text. The store owner may set a max character and line length and charge per character.
    - **Text - Multiple -** The Customer can enter multiple lines of text. The store owner may set a max character and line length and charge per character.
- Enter the answers for you checkout question. Individual answers can be hidden from customers by un-checking the Enabled checkbox.
- For the Radio Button, Drop Down, and Text - Multiple answer options, you can specify a default answer that is selected automatically. Simple enter in the default answer (for the Text - Multiple) or specify your default option (for Radio Button and Drop Down).
- You can change the order of the answers in each question by clicking the blue arrows on the right side of the individual answer.
- Set the question as **Required**, **Enabled**, or both.
- You can preview your checkout questions at any time by clicking the **Preview in a new window** link.

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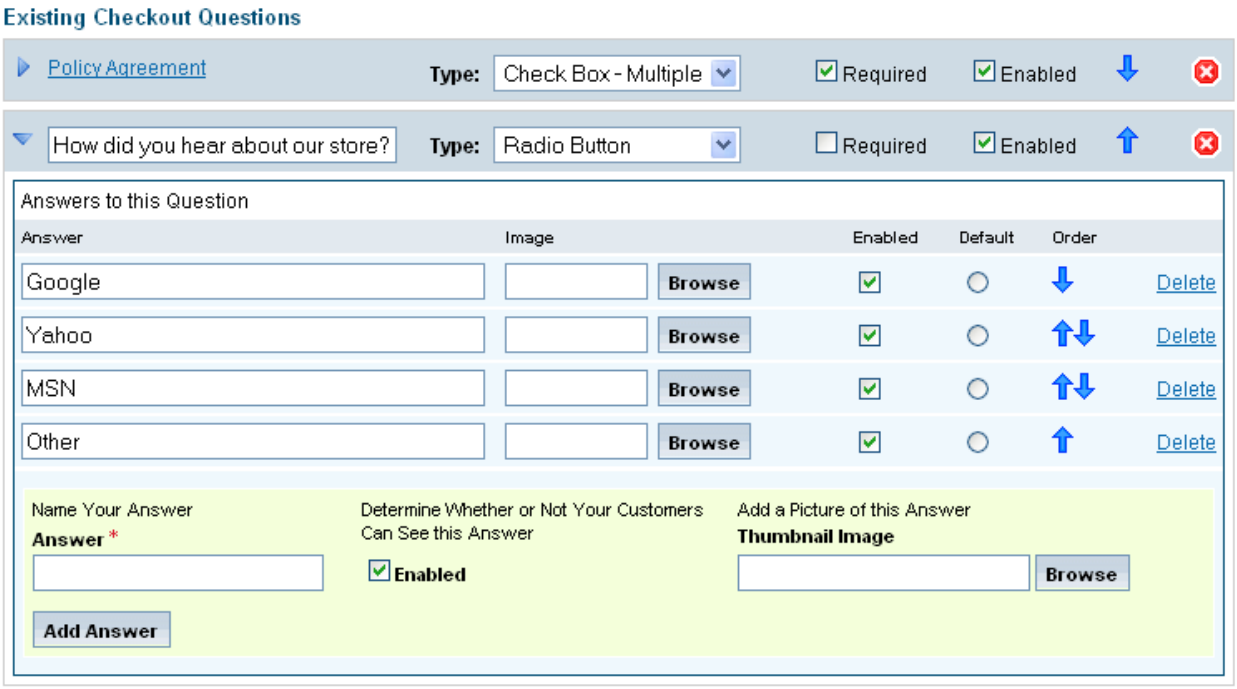
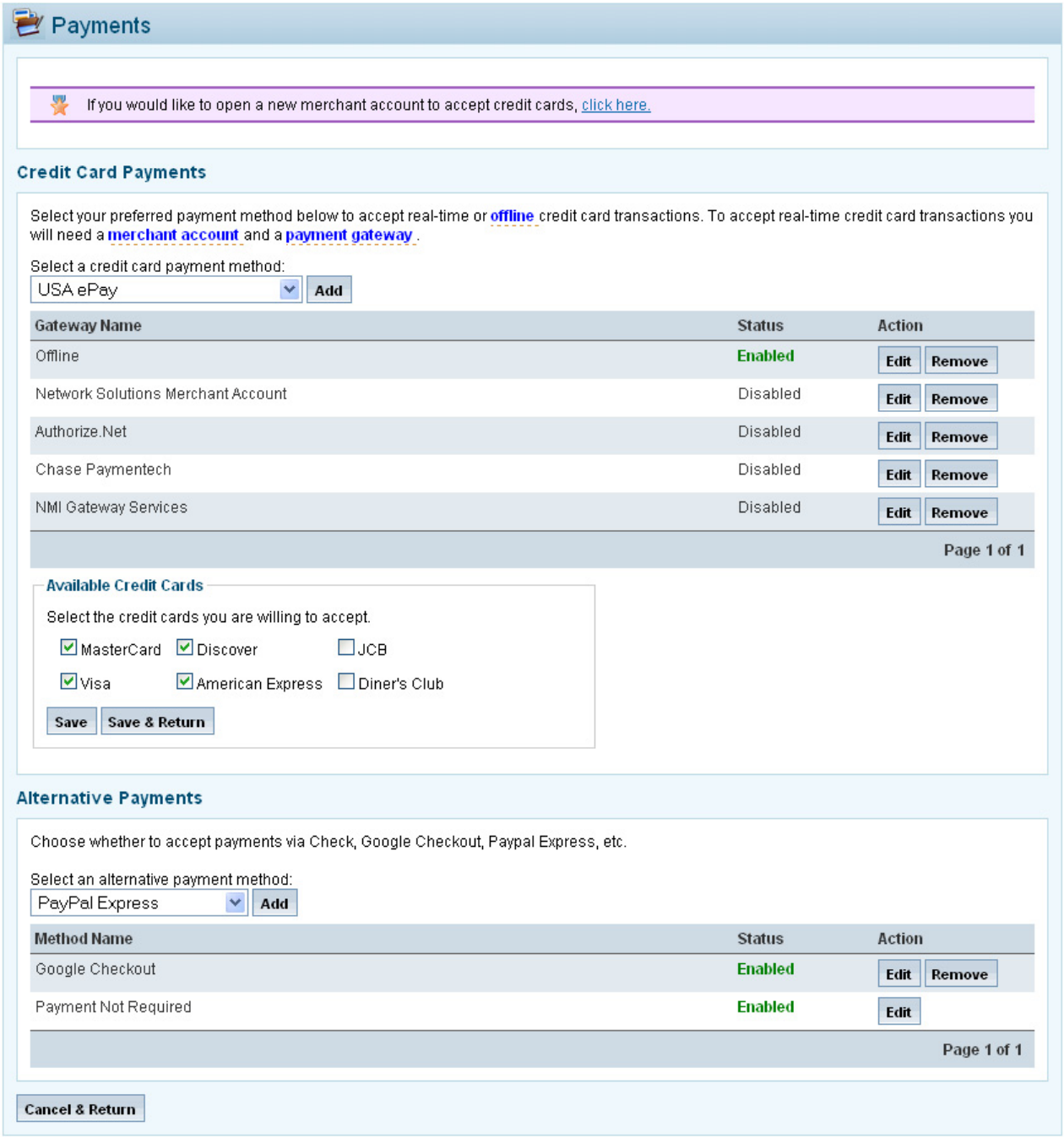


Once you are satisfied with your checkout questions, click the **Save** or **Save & Return** button.

Payment Manager

The Payment Manager is where you will create and manage your payment gateways which allow you to accept real time credit card payments, and payment methods for manually processed transactions. If you wish to use one of the payment methods supported by Network Solutions, you will need to have a separate merchant account with the company or service using the gateway.

Setting up your Payment Methods



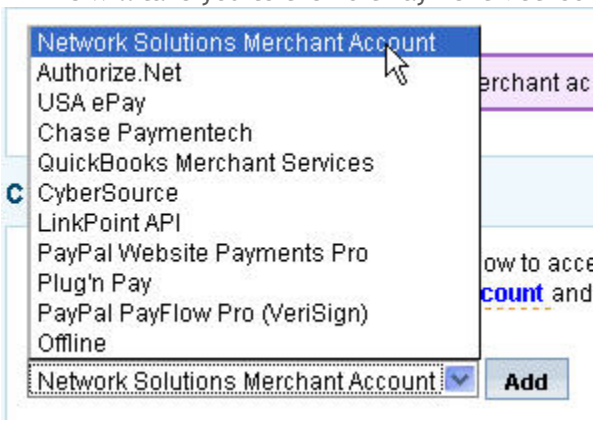
Credit Card Payments

To accept real-time credit card transactions, you must have a merchant account and setup up payment gateway. Once your gateway is setup, you can add a surcharge, a specific confirmation message and decide whether you wish to set the gateway to "Authorize Only".

Setting up your payment gateway

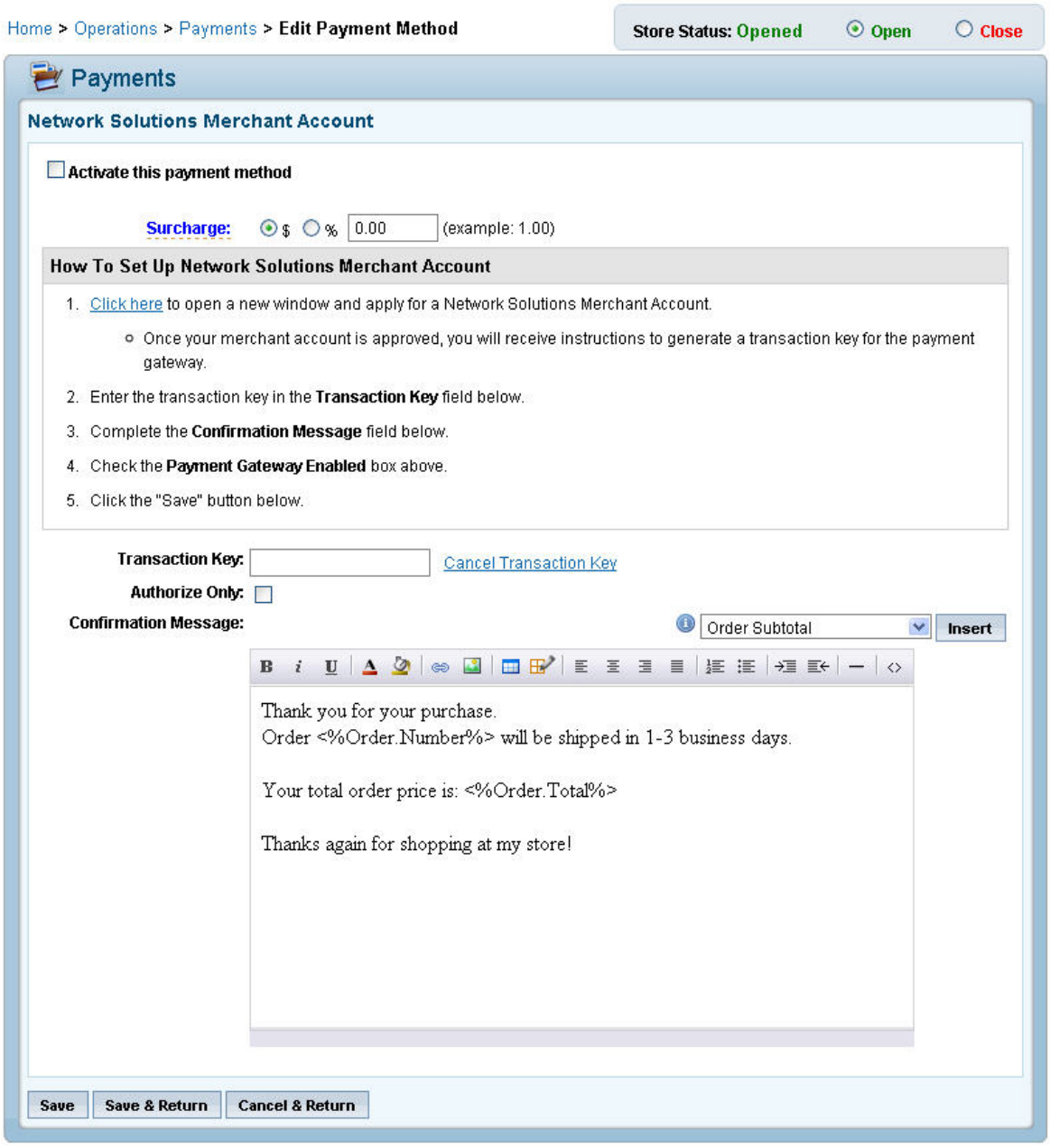
To enable a real-time payment gateway:

- Select the desired credit card method from the drop-down menu, then select the Add button. This will take you to the Edit Payment Method page.



- On the Edit Payment Method page, enter the required information for payment gateway. Each gateway requires different information and is covered in greater detail here.

NOTE: Make sure to enter your Payment Gateway information EXACTLY how you received from the payment gateway as many of these values and fields are case-sensitive.


Home > Operations > Payments > Edit Payment Method
Store Status: Opened
Open
Close
Payments
Network Solutions Merchant Account
Activate this payment method
Surcharge:
$
%
0.00
(example: 1.00)
How To Set Up Network Solutions Merchant Account
1. Click here to open a new window and apply for a Network Solutions Merchant Account.
Once your merchant account is approved, you will receive instructions to generate a transaction key for the payment gateway.
2. Enter the transaction key in the Transaction Key field below.
3. Complete the Confirmation Message field below.
4. Check the Payment Gateway Enabled box above.
5. Click the "Save" button below.
Transaction Key:
Cancel Transaction Key
Authorize Only:
Confirmation Message:
Order Subtotal
Insert
Thank you for your purchase.
Order <%Order.Number%> will be shipped in 1-3 business days.
Your total order price is: <%Order.Total%>
Thanks again for shopping at my store!
Save
Save & Return
Cancel & Return

- You can enter a dollar or percentage surcharge if you wish, and you may designate this payment method as "Authorize Only" by selecting the checkbox.
- Enter your custom confirmation message in the WYSIWYG editor. When **Payment Gateway Enabled** is checked, the storefront can accept real-time payment.
- Once you are satisfied with your payment method, select **Save**, or **Save & Return**.

Alternative Payments

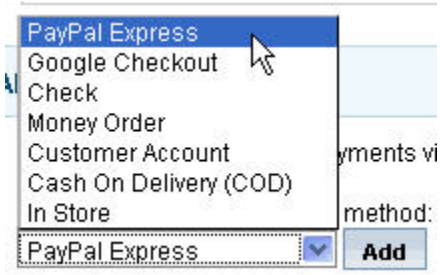
Alternative and Offline Payments allow the store owner to offer checkout without a payment gateway. PayPal Express and Google Checkout send the customer off-site to complete checkout.

NOTE: Offline payments may store payment information collected at checkout, but no funds are transferred at the time. This feature is available in the Premium Shopping Cart only.

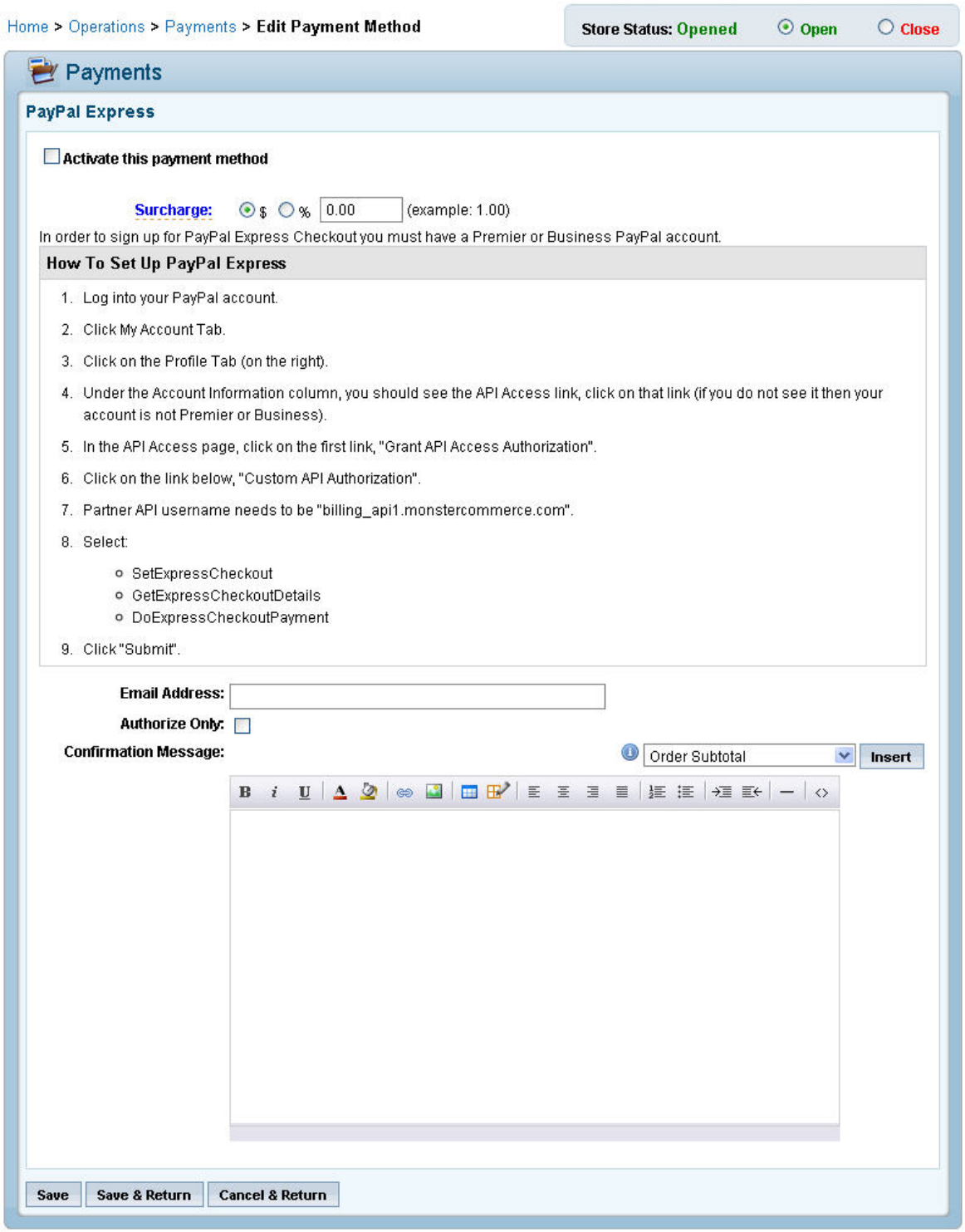
Setting up an Alternative Payment Method

To create an Alternative Payment Method:

- Select the desired alternate payment method from the drop-down menu, then select the Add button. This will take you to the Edit Payment Method page.



- On the Edit Payment Method page, enter the required information for payment gateway. Each gateway requires different information and is covered in greater detail here.


Home > Operations > Payments > Edit Payment Method
Store Status: Opened
Open
Close
Payments
PayPal Express
Activate this payment method
Surcharge:
$
%
0.00
(example: 1.00)
In order to sign up for PayPal Express Checkout you must have a Premier or Business PayPal account.
How To Set Up PayPal Express
1. Log into your PayPal account.
2. Click My Account Tab.
3. Click on the Profile Tab (on the right).
4. Under the Account Information column, you should see the API Access link, click on that link (if you do not see it then your account is not Premier or Business).
5. In the API Access page, click on the first link, "Grant API Access Authorization".
6. Click on the link below, "Custom API Authorization".
7. Partner API username needs to be "billing_api1.monstercommerce.com".
8. Select:
SetExpressCheckout
GetExpressCheckoutDetails
DoExpressCheckoutPayment
9. Click "Submit".
Email Address:
Authorize Only:
Confirmation Message:
Order Subtotal
Insert
Save
Save & Return
Cancel & Return

- You can enter a dollar or percentage surcharge if you wish, and you may designate this payment method as "Authorize Only" by selecting the checkbox.
- Enter your custom confirmation message in the WYSIWYG editor. When **Payment Gateway Enabled** is checked, the storefront can accept real-time payment.

- Once you are satisfied with your payment method, select **Save**, or **Save & Return**.

Note: This is not to be confused with Offline Credit Cards. Offline Credit Cards store cardholder information for the store owner to manually process later.

Payment Processing

Listed below are the various options you have when processing payments. Many of these payment processing options are available when you have your payment method set to "Authorize Only".

Authorize Only

"Authorize Only" allows the payment gateway to check the submitted credit card for address verification and account standing but *does not actually charge the card*. You will have to go the individual order and complete the charge yourself.

Charge

If your payment gateways credit card processing is set to Authorize-only you must charge orders using the Charge button to collect the payment. Authorize-only approves or denies a transaction allowing you to Charge when ready, typically when the order is ready to be shipped.

Void

If your payment gateway's credit card processing is set to Authorize-only you can Void orders when needed to cancel the authorization. If you have already charged the order then you will need to Refund the payment to cancel the transaction. Once the order is voided you can manually change the order status to Cancelled.

Refund

You can use the Refund button if you have already charged an order and need to Refund the payment. If you are refunding the full order amount please ensure that the correct amount to be refunded is in the Refund Amount field and click the Refund Button. Once the order has been refunded you can manually change the order status to Cancelled.

Partial Refund

You can refund part of an order amount using the Refund button if you have already charged an order and need to Refund part of the payment . Simply enter the amount to be refunded in the Refund Amount field and click the Refund Button.

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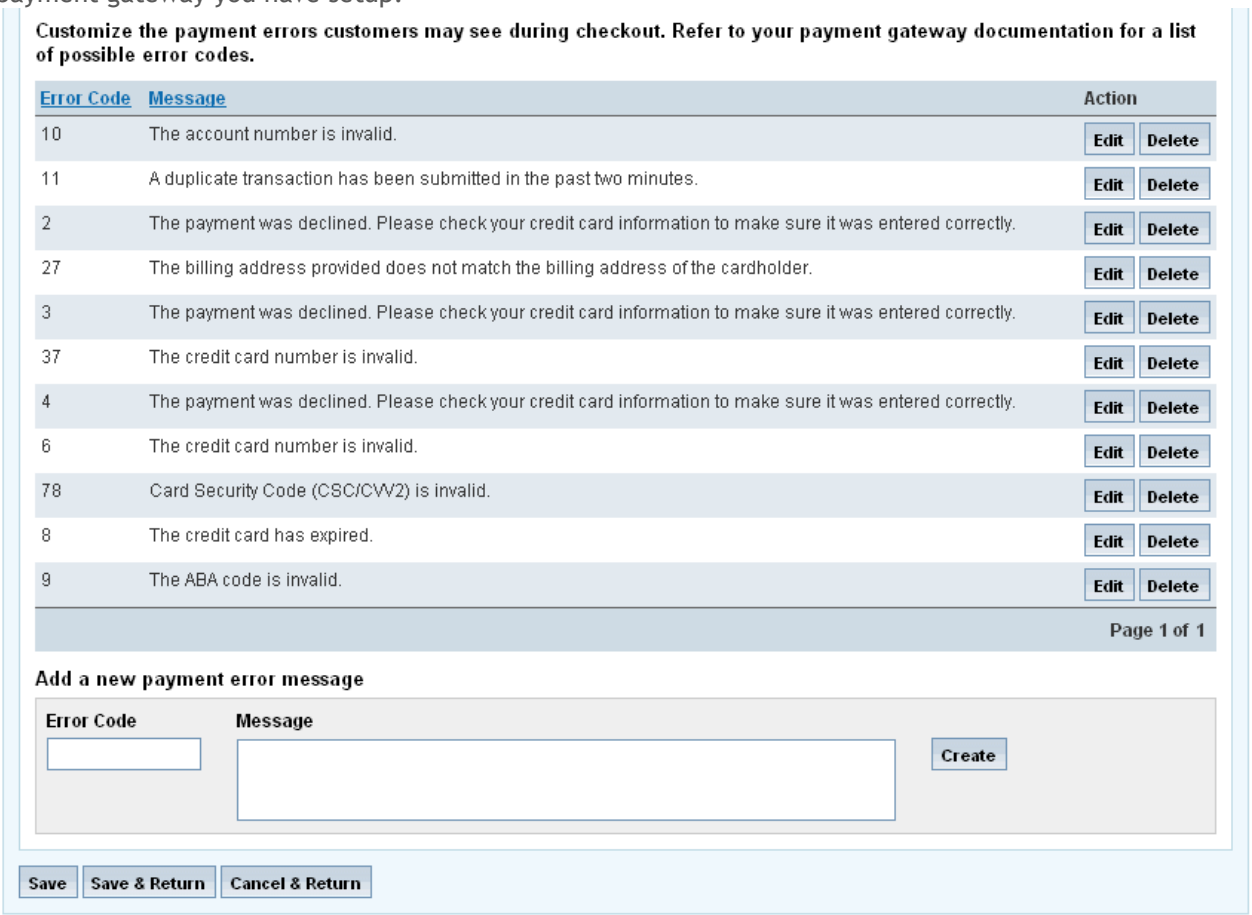
Required Fields for Payment Gateways

The following is a list of payment gateways and their associated required fields. At a minimum you must fill in these fields to set up your payment gateway. Click on the gateway name below, which expands text on the topic, gives some instructions for registering with the payment gateway, and contains a link to the gateway's web-site.

NOTE: Make sure to enter your Payment Gateway information EXACTLY how you received from the payment gateway as many of these values and fields are case-sensitive.

Payment Gateway Errors

You can specify the messages that your customers receive when they encounter an error using the payment gateway you have setup.


Customize the payment errors customers may see during checkout. Refer to your payment gateway documentation for a list of possible error codes.
Error Code
Message
Action
10 The account number is invalid. Edit Delete
11 A duplicate transaction has been submitted in the past two minutes. Edit Delete
2 The payment was declined. Please check your credit card information to make sure it was entered correctly. Edit Delete
27 The billing address provided does not match the billing address of the cardholder. Edit Delete
3 The payment was declined. Please check your credit card information to make sure it was entered correctly. Edit Delete
37 The credit card number is invalid. Edit Delete
4 The payment was declined. Please check your credit card information to make sure it was entered correctly. Edit Delete
6 The credit card number is invalid. Edit Delete
78 Card Security Code (CSC/CVV2) is invalid. Edit Delete
8 The credit card has expired. Edit Delete
9 The ABA code is invalid. Edit Delete
Page 1 of 1
Add a new payment error message
Error Code
Message
Create
Save
Save & Return
Cancel & Return

To enter a new Payment error message:

- Enter the Error Code for the new message.
- Enter the Message text.
- Click the **Create** button.

Listed below are specific instructions for the supported payment gateways.

Network Solutions Merchant Account

The Network Solutions Merchant account services, in partnership with Global Payments, is a high quality, comprehensive electronic payment solution with online processing, 24/7 customer support, Point-Of-Sale equipment and support, reporting capabilities, and seamless, easy setup and activation.

Setting up a Network Solutions Merchant Account

1. Click here to open a new window and apply for a Network Solutions Merchant Account.
    - Once your merchant account is approved, you will receive instructions to generate a transaction key for the payment gateway.
2. Enter the transaction key in the **Transaction Key** field.

3. Add any desired text for your **Confirmation Message** in the confirmation field.
4. Check the **Activate this payment method**.
5. Click the "Save" button below.

For more information on the Network Solutions Merchant Account, click here.

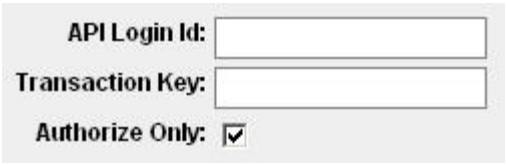
Authorize.net Payment Gateway

Authorize.Net, A CyberSource Solution is a leading provider of payment gateway services and offers a high trustworthy reputation, ease of integration, free customer support, scalability, and business partnerships that help merchants minimize risk, reduce costs and increase revenue.

Setting up an Authorize.net Merchant Account

The Authorize.net Merchant account requires an API Login ID, and Transaction key, both of which are given to you when you purchase an account with Authorize.net.

1. Enter the API Login ID and Transaction Key in the requisite fields.



2. Add any desired text for your **Confirmation Message** in the confirmation field.
3. Check the **Activate this payment method** checkbox.
4. Click the "Save" button below.

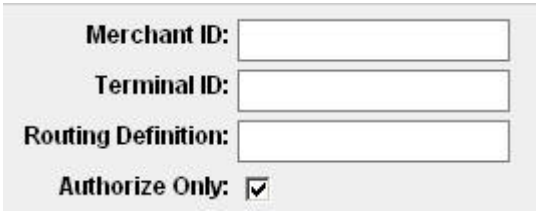
For more information on the Authorize.net Payment Gateway, click here.

Chase Paymentech Payment Gateway

The Chase Paymentech Merchant Account utilizes the Orbital Virtual Terminal, which offers, a full suite of payment options, all inclusive service, XML based API, and a host of other features and benefits.

Setting up a Chase Paymentech Merchant Account
The Chase Paymentech account requires a Merchant ID, Terminal ID and Routing Definition, all of which are given to you when you purchase an account.

1. Enter the Merchant ID, Terminal ID, and Routing Definition in the requisite fields.



2. Add any desired text for your **Confirmation Message** in the confirmation field.
3. Check the **Activate this payment method** checkbox.
4. Click the "Save" button below.

Within the gateway settings for Chase Paymentech, the "Merchant ID", "Terminal ID", and "Routing Definition" and are all required fields.

- The Merchant ID is the same as the group number, is either 9 or 12 digits long and is given to you by Chase Paymentech when you sign up.
- The Routing Definition is the same as the bin number so it will be either be 000001 or 000002, dependent on the Group Number. Usually if the Merchant ID is 9 digits then the Routing Definition # will be 000001. If the Merchant ID is 12 digits then the Routing Definition will usually be 000002.
- The Terminal ID will always be 001.

Note: The server IP for your Ecommerce site is 205.178.191.180
For more information on the Chase Paymentech Gateway click here.

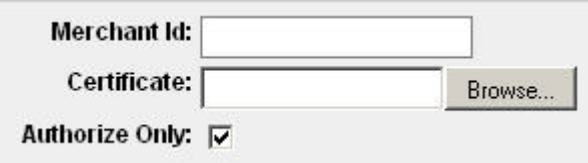
Cybersource Payment Gateway

The CyberSource is a leading provider of payment gateway services and offers a high trustworthy reputation, ease of integration, free customer support, scalability, and business partnerships that help merchants minimize risk, reduce costs and increase revenue.

Setting up a Cybersource Merchant Account

The Cybersource Merchant account requires a Merchant ID, which is given to you when you purchase an account with Cybersource.

1. Enter the Merchant ID in the requisite field.
2. Enter your Cybersource Certificate image that you received so that it can be displayed on your store.



2. Add any desired text for your **Confirmation Message** in the confirmation field.
3. Check the **Activate this payment method** checkbox.
4. Click the "Save" button below.

For more information on the Cybersource Payment Gateway, click here.

Linkpoint API Payment Gateway

The Linkpoint API offers comprehensive payment processing software which gives complete control to the merchants over how payments are processed. It offers the ability to calculate tax and shipping, sales, returns, real-time authorizations, purchasing cards, and real time reports.

Setting up a Linkpoint API Merchant Account

1. Once your merchant account is approved, you will receive a Store Number that you use to connect with the Linkpoint Payment center.
2. Enter the Store Number in the requisite field.
3. Enter your Linkpoint Certificate image that you received so that it can be displayed on your store.

3. Add any desired text for your **Confirmation Message** in the confirmation field.
4. Check the **Activate this payment method**.
5. Click the "Save" button below.

For more information on the Linkpoint API, click here.

Payflow Premium Payment Gateway

Payflow Payment Gateway is a fully customizable service that allows customer to complete transactions securely on your website. Payflow Payment gateway allows you to accept credit and debit cards with 128-bit SSL encryption and is easy to setup.

Setting up a Payflow Payment Gateway

1. Log in to your PayPal PayFlow Premium account manager. You must have a Paypal Manager Account. Click here to begin creating your own Paypal Merchant Account.
2. Navigate to Service Settings > PayFlowPro > Allowed IP Addresses.
3. Enter the following IP address and click Update.
    - IP: 205.178.191.180
4. Enter your Account ID, Password, and Partner ID in the requisite fields.

3. Add any desired text for your **Confirmation Message** in the confirmation field.
4. Check the **Activate this payment method**.
5. Click the "Save" button below.

For more information on the Payflow Premium Payment Gateway click here.

Paypal Website Payments Premium Payment Gateway

PayPal Website Payments Premium is an advanced yet easy to use payment gateway that allows you to control your customer experience from start to finish, with a fast checkout process, and a recognized business standard.

Setting up a Payment Premium Payment Gateway

The Paypal Website Payments Premium requires that you have a Paypal Business account and setup both Paypal Express Checkout and Paypal Direct Payments. Once you have setup your Paypal Express methods, add the Paypal Website Payments Premium Payment method and enter your email address associated with your Paypal Business Account.

Setting up Paypal Express Checkout

1. Log into your PayPal account.
2. Click My Account Tab.
3. Click on the Profile Tab (on the right).
4. Under the Account Information column, you should see the API Access link, click on that link (if you do not see it then your account is not Premier or Business).
5. In the API Access page, click on the first link, "Grant API Access Authorization".
6. Click on the link below, "Custom API Authorization".
7. Partner API username needs to be "billing_api1.monstercommerce.com".
8. Select:
    - SetExpressCheckout
    - GetExpressCheckoutDetails
    - DoExpressCheckoutPayment
    - DoDirectPayment
9. Click "Submit"

Setting up Paypal Direct Payment

The following steps assume that the PayPal account has already been set up for PayPal Express Checkout by following the steps in the section above.

1. Log into your PayPal account
2. Click on the Profile section under the My Account Tab
3. Under the Account Information column, you should see the API Access link, click on that link (if you do not see it then your account is not Premier or Business)
4. In the API Access page, click on the first link, “API Access Authorization”
5. Make sure API Account Name “billing_api1.monstercommerce.com” is selected
6. Click the Edit button
7. Makes sure that the following checkboxes are selected:
    - RefundTransaction
    - SetExpressCheckout
    - GetExpressCheckoutDetails
    - DoExpressCheckoutPayment
    - DoVoid
    - DoDirectPayment
    - DoCapture
8. Click Submit.

Note: PayPal Express Checkout must be enabled in order for PayPal Direct Payment to be enabled.

For more information on the Paypal Website Payments Premium Payment Method, click here.

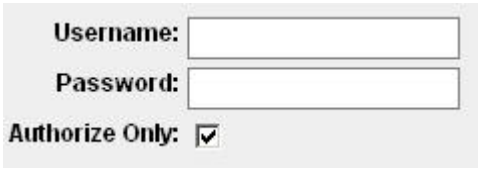
Plug'n Pay Payment Gateway

The Plug'n Pay WebXpress Payment Gateway offers seamless "plug-in" technology with automatically generated code, transparent upgrades, easy integration, real-time transaction reports, and Quickbooks Integration.

Setting up an Plug'n Pay Payment Gateway

The Authorize.net Merchant account requires an API Login ID, and Transaction key, both of which are given to you when you purchase an account with Authorize.net.

1. Enter your Username and Password, which you received when you purchased your Plug'n Pay payment gateway.



2. Add any desired text for your **Confirmation Message** in the confirmation field.
3. Check the **Activate this payment method** checkbox.
4. Click the "Save" button below.

For more information on the Authorize.net Payment Gateway, click here.

USA ePay Payment Gateway

The Usa ePay Payment Gateway offers high functionality with an ease of use and solidity that customers expect.

Setting up the USA ePay Payment Gateway

The USA ePay payment method requires a Transaction key which is given to you when you purchase an account with USA ePay.

1. Enter your Transaction Key in the requisite field..

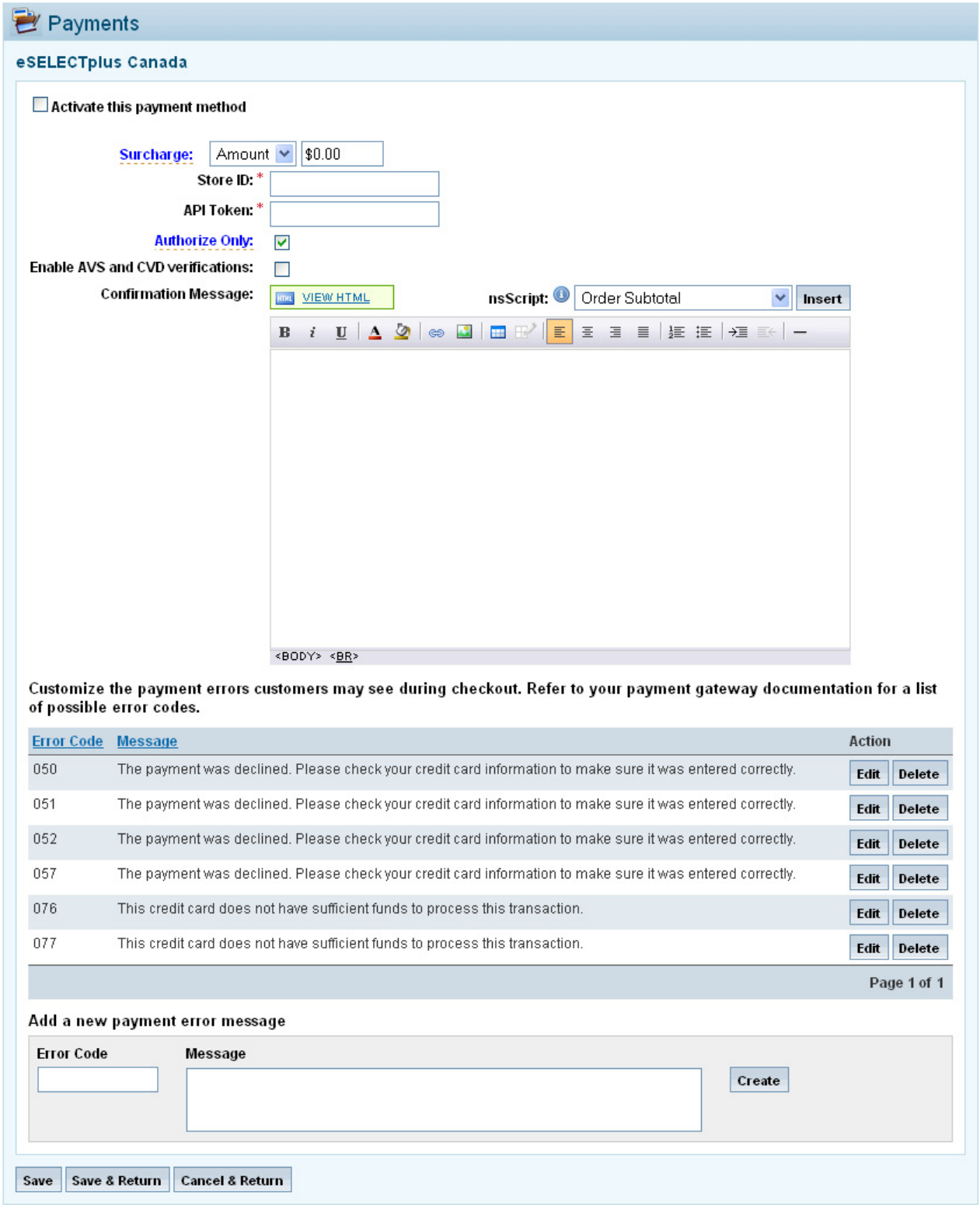
2. Add any desired text for your **Confirmation Message** in the confirmation field.
3. Check the **Activate this payment method** checkbox.
4. Click the "Save" button below.

For more information on the USA ePay Payment Gateway, click here.

eSELECTplus Canada

Moneris provides a powerful payment gateway that accepts major credit cards in both Canadian and U.S Dollars, offers enhanced security and has several eFraud tools such as the Verified by Visa service, Mastercard SecureCode®, Address Verification Service (AVS) and Card Validation Value (CVV)

Setting up an eSELECTplus Canada Payment Gateway
The eSELECTplus Canada Payment Gateway requires a Store ID and API token that you get from Moneris when you sign up. Once you've entered this information, specify whether you wish to set the payment gateway to Authorize Only and whether you will enable the AVS and CVV verifications.
Once finished, activate the payment method.


Payments
eSELECTplus Canada
Activate this payment method
Surcharge:
Amount
$0.00
Store ID: *
API Token: *
Authorize Only:
Enable AVS and CVD verifications:
Confirmation Message:
VIEW HTML
nsScript:
Order Subtotal
Insert
<BODY>
Customize the payment errors customers may see during checkout. Refer to your payment gateway documentation for a list of possible error codes.
Error Code
Message
Action
050 The payment was declined. Please check your credit card information to make sure it was entered correctly. Edit Delete
051 The payment was declined. Please check your credit card information to make sure it was entered correctly. Edit Delete
052 The payment was declined. Please check your credit card information to make sure it was entered correctly. Edit Delete
057 The payment was declined. Please check your credit card information to make sure it was entered correctly. Edit Delete
076 This credit card does not have sufficient funds to process this transaction. Edit Delete
077 This credit card does not have sufficient funds to process this transaction. Edit Delete
Page 1 of 1
Add a new payment error message
Error Code
Message
Create
Save
Save & Return
Cancel & Return

Alternative Payment Methods

The following is a list of alternative payment methods and their associated required fields. At a minimum you must fill in these fields to set up your payment gateway. Click on the method below which expands text on the topic, gives some instructions for setting up the method, and, when necessary, contains a link to the method's web-site.

Paypal Express

In order to sign up for PayPal Express Checkout you must have a Premier or Business PayPal Account.

To setup PayPal Express

- Log into your PayPal account.
- Click My Account Tab.
- Click on the Profile Tab (on the right).
- Under the Account Information column, you should see the API Access link, click on that link (if you do not see it then your account is not Premier or Business).
- In the API Access page, click on the first link, "Grant API Access Authorization".
- Click on the link below, "Custom API Authorization".
- Partner API username needs to be "billing_api1.monstercommerce.com".
- Select:
    - SetExpressCheckout
    - GetExpressCheckoutDetails

NOTE: If you are setting up Paypal Express as a component of the Paypal Website Payments Premium payment method, you will need to select **DoDirectPayment** as well.

- Click "Submit"

Google Checkout

Google Checkout allows you to use Google as a payment method that accepts Google Checkout payments from your customer's Google Checkout accounts and charges no fees.

How To Set Up Google Checkout

1. Sign Up for Google Checkout.
2. Navigate to Settings >> Integration.
3. Enter API Callback URL: https://ecompayments.monstercommerce.com/Google.aspx

4. Select Callback Method: XML.
5. In the 'Account Information' section, note your store's: Google Merchant ID and Google Merchant Key.
6. Navigate to the payments section of your site's control panel (this page).
7. Enter the Google Merchant ID and Google Merchant Key you noted in the Integration section of your Google Checkout account.

Check

The Check method allows you the option of accepting customer checks for payment. You can enable or enable and require the customer to enter their check number and the date payment will be sent.

Fields	Enabled	Required
Check Number	☑	☐
Date payment will be sent	☑	☐

Money Order

The Money Order payment method gives you the ability to accept money orders as payment from your customers. You can enable or enable and require the customer to enter their money order number and the date payment will be sent.

Fields	Enabled	Required
Money Order Number	☑	☐
Date payment will be sent	☑	☐

Customer Account

The Customer Account method allows you to accept payments from your customers using an offline system to complete the transactions. You can enable or enable and require the customer to enter their customer account number and purchase order number.

Fields	Enabled	Required
Account Number	☑	☑
Purchase Order Number	☐	☐

Cash On Delivery (COD)

The Cash On Delivery option allows you to complete your customer's transaction and send them their order, receiving payment when their order is delivered to them. You can enable or enable and require the customer to enter the date the payment will be made.

Fields	Enabled	Required
Date payment will be made	☑	☐

In Store

The In Store payment method allows you to collect customer payments from a brick and mortar store and enter those payments in your site. You can enable or enable and require the customer to enter the date the payment will be made.

Fields	Enabled	Required
Date payment will be made	☑	☐

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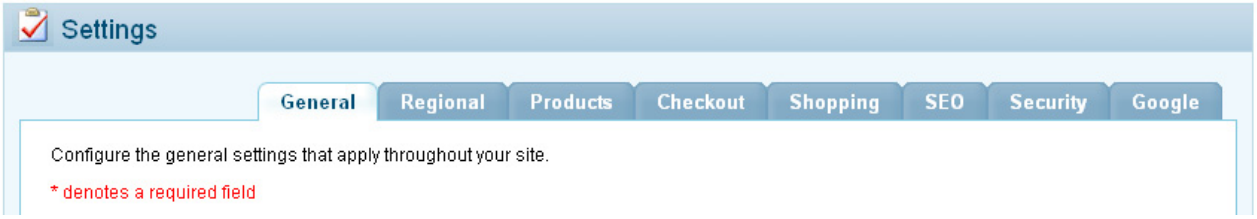
Settings

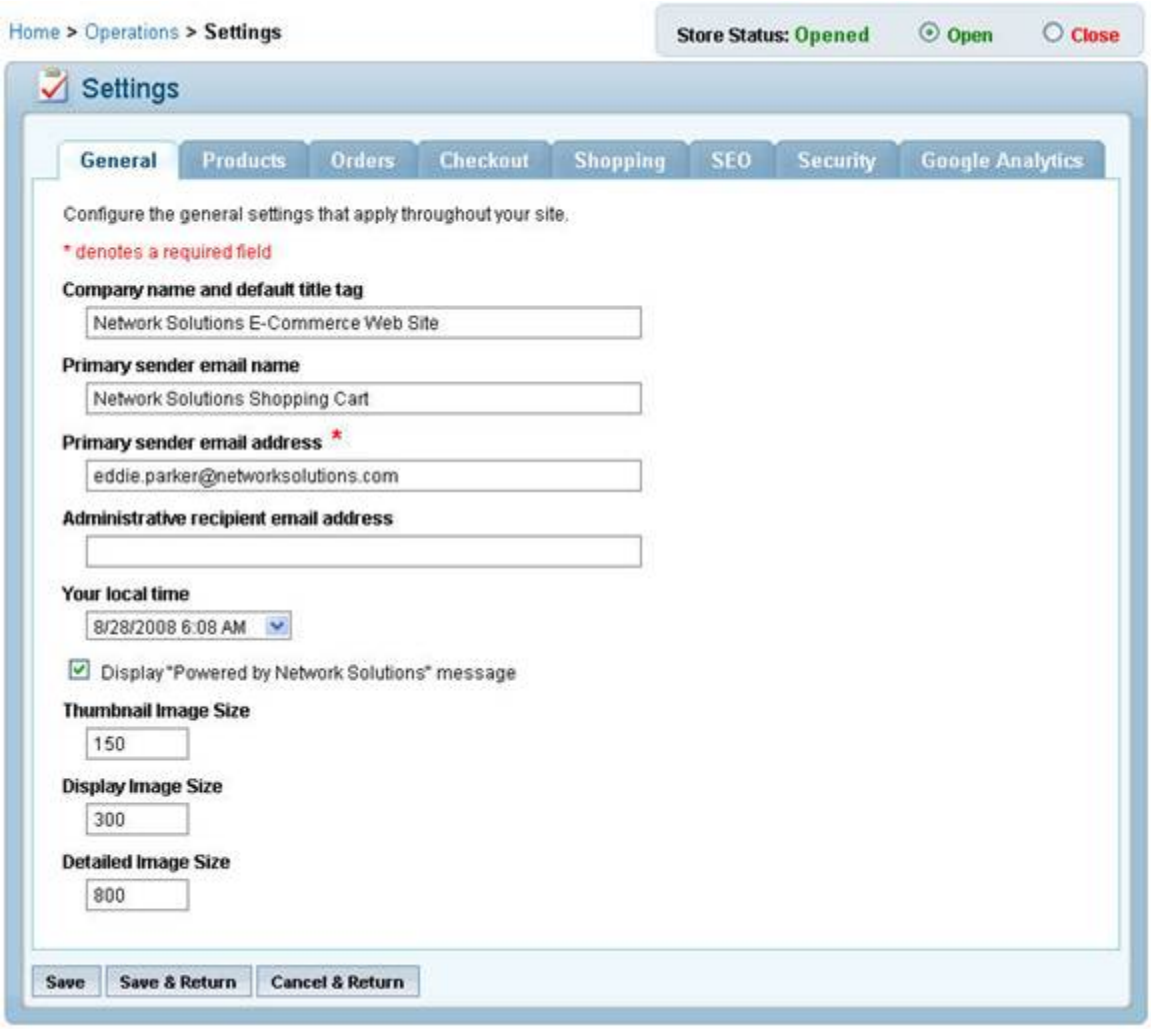
Settings offers administrative and cosmetic control over many site aspects. The settings menu is divided into 7 tabs and the functions listed under each are loosely grouped by storefront or control panel changes.
Within the Settings page, there are eight different tabs with options you can set up or create.



The list below is divided by tab. Each tab has its own set of fields that allow you to further configure your site to suit your online business. Click on a link below for more information on a field within a tab.

General

The General tab is where you configure the general settings that apply throughout your site.



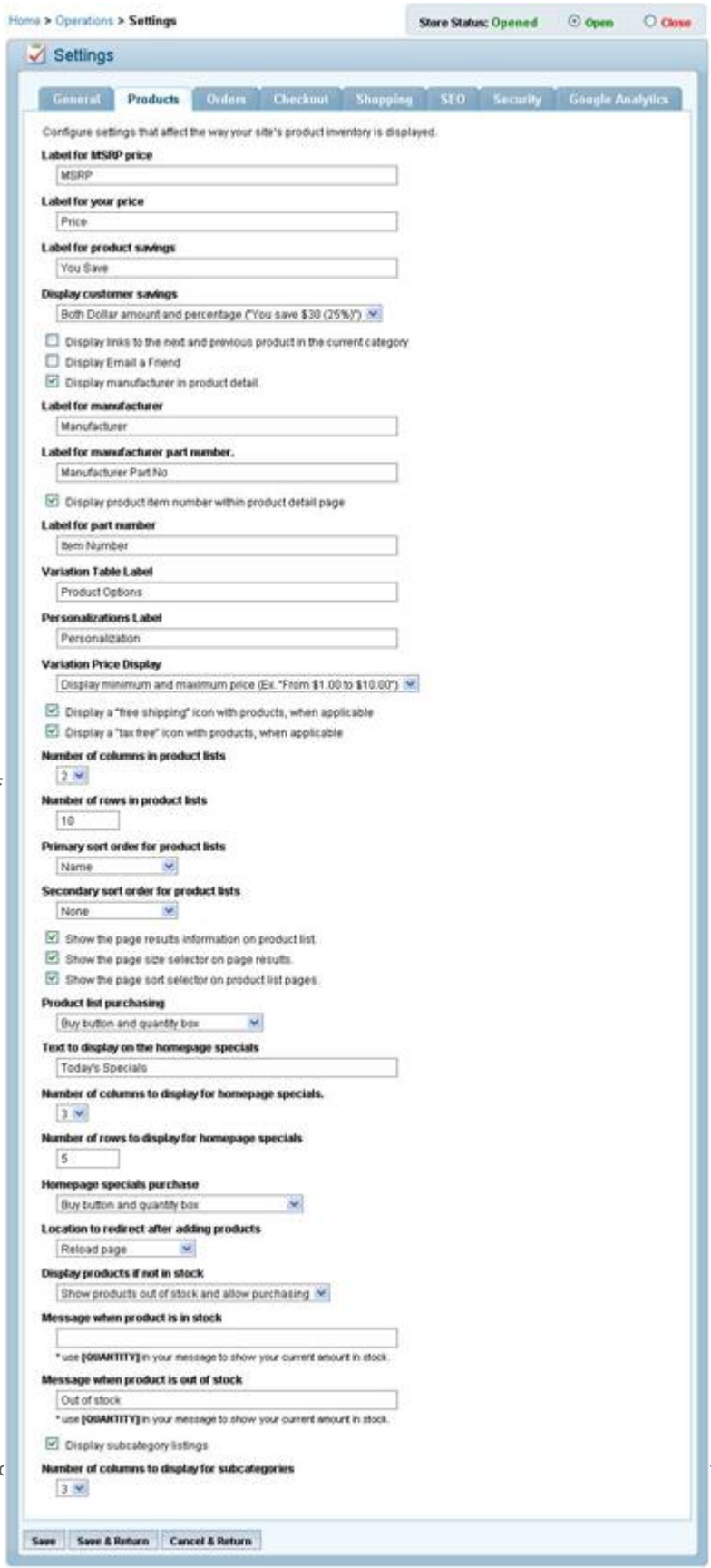
- **Company Name and default title tag -** Enter your company's name which will appear in the title bar on the browser.
- **Primary sender email name -** Specify the name displayed when sending an email from the shopping cart.
- **Primary sender email address -** Specify the email address from which all your store communications will be sent.
- **Administrative recipient email address -** Specify the default email address to which system generated email will be sent.

NOTE: The Administrative recipient email address can be overridden for certain emails in the Design section. For Instance, you could create a custom form that, when completed by the customer, is sent to a different email address that you specify on that form. That email will override the default administrative recipient email address for that custom form.

- **Your local time -** Set the local time for time-stamps on orders.
- **Display "Powered by Network Solutions" message -** Select this option to display the Network Solutions Copyright
- **Thumbnail, Display, and Detailed Image Sizes -** Specify the size (in pixels) of your images.

Region

The Region tab allows you to specify the time zone, currency and currency details for your store.
Time Zone - Specify the time zone your store will be set in.
Weights and Measures - Specify the weight and measurement system used by your store.
Region Preference - Specify the preferred region from the drop-down menu.
Site Currency - Specify the currency used in your store.
Currency Symbol - Specify the symbol used to denote currency in your store.


Home > Operations > Settings
Store Status: Opened
Open
Close
Settings
General
Products
Orders
Checkout
Shopping
SEO
Security
Google Analytics
Configure settings that affect the way your site's product inventory is displayed.
Label for MSRP price
MSRP
Label for your price
Price
Label for product savings
You Save
Display customer savings
Both Dollar amount and percentage ("You save $30 (25%)")
Display links to the next and previous product in the current category
Display Email a Friend
Display manufacturer in product detail
Label for manufacturer
Manufacturer
Label for manufacturer part number.
Manufacturer Part No
Display product item number within product detail page
Label for part number
Item Number
Variation Table Label
Product Options
Personalizations Label
Personalization
Variation Price Display
Display minimum and maximum price (Ex. "From $1.00 to $10.00")
Display a "free shipping" icon with products, when applicable
Display a "tax free" icon with products, when applicable
Number of columns in product lists
2
Number of rows in product lists
10
Primary sort order for product lists
Name
Secondary sort order for product lists
None
Show the page results information on product list
Show the page size selector on page results
Show the page sort selector on product list pages
Product list purchasing
Buy button and quantity box
Text to display on the homepage specials
Today's Specials
Number of columns to display for homepage specials.
3
Number of rows to display for homepage specials
5
Homepage specials purchase
Buy button and quantity box
Location to redirect after adding products
Reload page
Display products if not in stock
Show products out of stock and allow purchasing
Message when product is in stock
* use [QUANTITY] in your message to show your current amount in stock.
Message when product is out of stock
Out of stock
* use [QUANTITY] in your message to show your current amount in stock.
Display subcategory listings
Number of columns to display for subcategories
3
Save
Save & Return
Cancel & Return

Products

The Products tab is where you configure settings that affect the way your products are displayed on your site.

Label for MSRP price - This will display next to the MSRP on the storefront. Please note that this price will only display if it is higher than the price for your product.
Label for your price - This text displays on the storefront by the product's price.
Label for sale price - This text displays on the storefront by the product's sale price
Label for product savings - This label appears next to the amount of savings for a discounted product.
Display Customer Savings - Select the following options from the drop-down menu:

- Do not display product savings
- Dollar amount ("You save $30")
- Percentage ("You save 25%)
- Both Dollar amount and Percentage ("You save $30(25%)")

Display Links to the next and previous product in the current category - Select this option to display the next and previous products for the current category.

Display Email a Friend - Displays Email a Friend link on the product detail page. Please See Email a Friend for more Information.
Display manufacturer in product detail - Displays the manufacturer name on the product detail page.
Label for manufacturer - Specify a label for Manufacturer.
Label for manufacturer part number - Specify a label for manufacturer part number.
Label for part number - Specify a label for the part number. This will display next to the part number on the storefront.
Variation Table Label - Specify a label for Product Variations.
Personalizations Label - Specify a label for Personalization Questions.
Variation Price Display - Select the following options from the drop-down menu:

- Display minimum and maximum price
- Display minimum price
- Display price only after a variation is selected

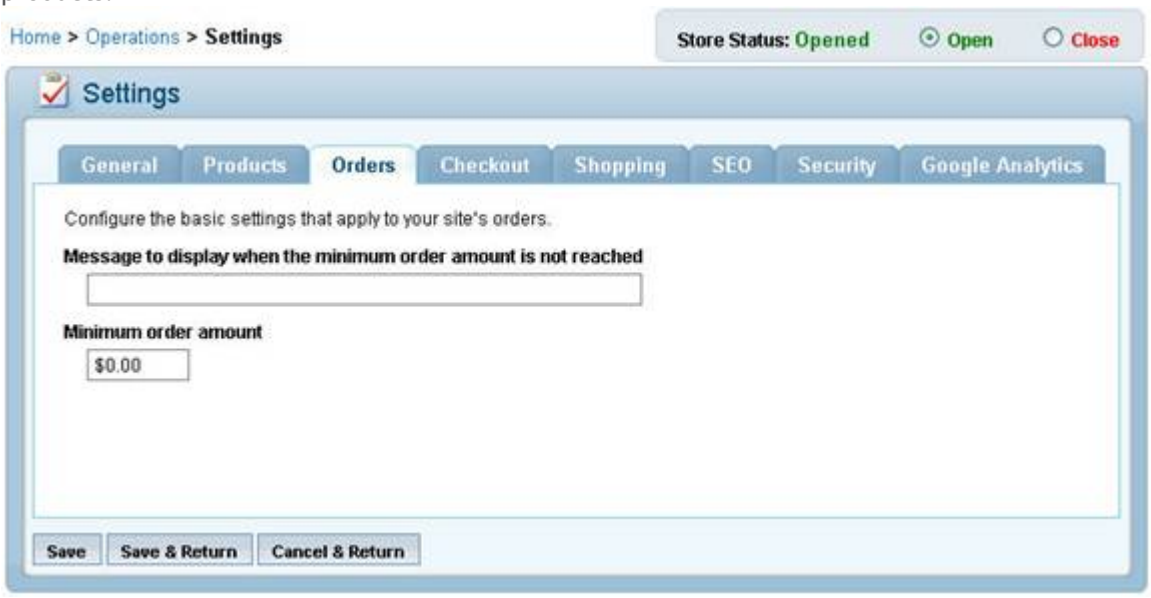
Display a "free shipping" icon with products, when applicable - Free Shipping image displays on products marked as Free Shipping.
Display a "tax free" icon with products, when applicable - Tax Free image displays on products marked as Tax Free.
Number of columns in product lists - 1-4 columns available in product lists.
Number of rows in product lists - Enter the number of rows for the product listing page.
Primary sort order for product lists - Specify the first level sorting used for your products. Products can be sorted by name, price, and sort code.
Secondary sort order for product lists - Specify the second level sorting used for your products. Products can be sorted by name, price, and sort code.
Show the page results information on product list - Select this option if you wish to display products x- x of x page results.
Show the page size selector on page results - Select this option if you wish to show a drop down menu with predefined numbers of products at the top of the product listing.
Show the page sort selector on product list pages - Select this option if you wish to display a drop down menu with sort options at the top of the product listing.
Product List Purchasing - Select the following options from the drop-down menu:

- Do not allow product list purchasing
- Buy Button Only
- Buy Button and quantity box

Text to display on the homepage specials - Specify the labels for your homepage specials.
Number of columns to display for homepage specials - Specify the number of columns used to display homepage specials. Up to three (3) columns are available.
Number of rows to display for homepage specials - Enter the number of rows for homepage specials.
Homepage specials purchase - Homepage specials can be purchased with a buy button, a buy button and quantity box, or not at all.
Location to redirect after adding products - After adding a product to the cart you may reload the page, reload the page with a popup, view cart details, enter checkout, or return to the homepage.
Stock Display Message - On the product detail page a product can display an out of stock message, the quantity in stock, whether it is in or out of stock, or no stock message.
Display products if not in stock - You can hide products out of stock, display products out of stock, or display out of stock products and allow them to be purchased.
Message when product is in stock - Custom message to display on products in stock
Message when product is out of stock - Custom message to display on products out of stock
Display subcategory listings - Subcategories are listed on category listing pages
Number of columns to display for subcategories - 1-4 columns are available for subcategories.

Orders

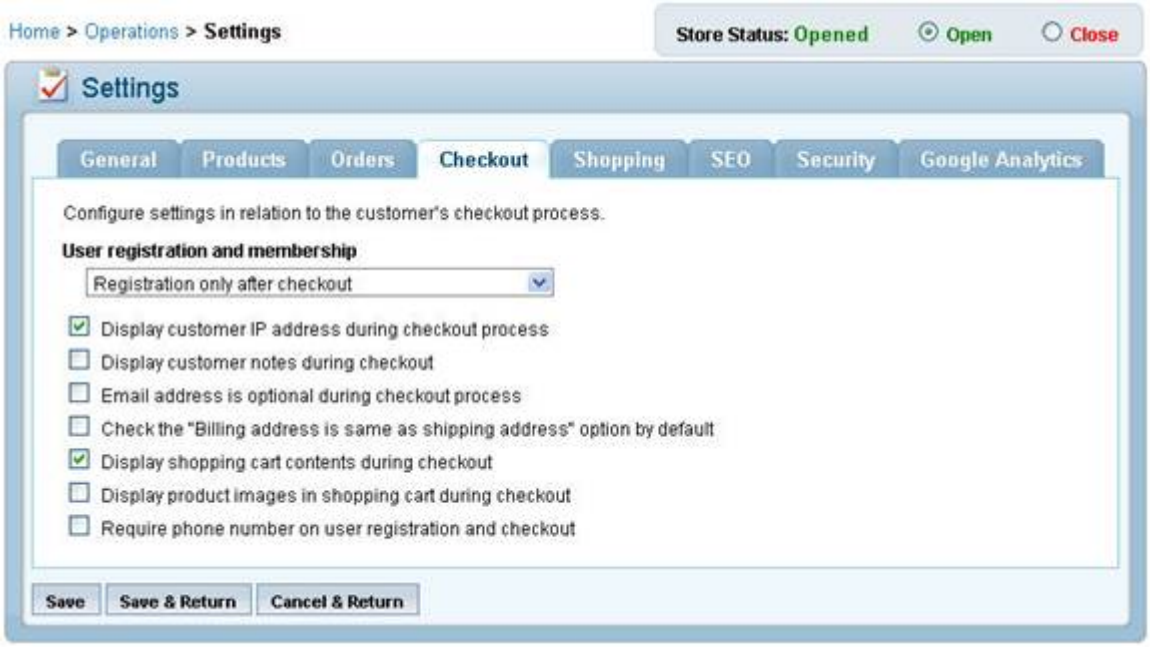
The Orders tab is where you specify your sites settings in regard to the orders you receive for your products.



Message to display when the minimum order amount is not reached - This alerts the customer they have not met the minimum order amount.
Minimum order amount - Customers must purchase a minimum amount before checkout is allowed.

Checkout

The Checkout tab allows you to configure settings that affect a customer's checkout process.



User Registration and Membership

Specify when and how customers can register with your site by selecting on of the drop-down items. Each Drop-Down Item is explained below.

User registration and membership

Registration only after checkout
Registration enabled
Registration disabled
Registration only after checkout
Login required to check out
Login required to access site (registration enabled)
Login required to access site (registration disabled)

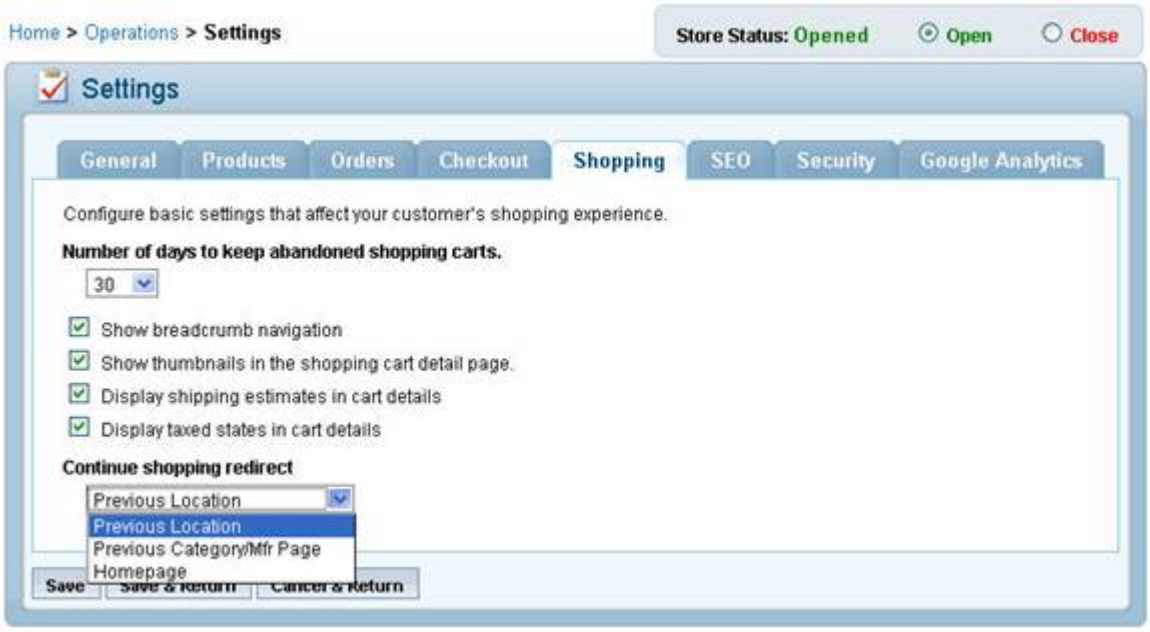
- **Enabled -** Customers will be able to register on the site at any time where a registration link is provided.
- **Disabled -** Customers will not be able to register on the site, and no links to registration will be provided by the cart software.
- **Allowed only after checkout -** Customers will be able to register on the site after an order has been completed.
- **Login required for checkout -** Registration is enabled, and customers must login or register prior to placing an order.
- **Login required to access site (registration enabled) -** Customers will be required to login to view the site and a registration link will be provided on the login page.
- **Login required to access site (registration disabled) -** Customers will be required to login to view the site, however, no registration link will be provided. With this option enabled, a customer can only login to the site if an account is created for them in the MCP.

Display customer IP address during checkout process - Select this option if you want to display your customer's IP address during the checkout process.
Email address is option during checkout process - Select this option is you want to make entering an email address optional during checkout process.
Check the "Billing address is same as shipping address" option by default - Select this option if you want to make billing and shipping address the same by default.
Display shopping cart contents during checkout - Select this option if you want the shopping cart contents to be displayed during checkout.
Display product images in shopping cart during checkout - Select this option if you want the cart details to display a thumbnail image of the products.

Allow international Customers (Premium Only) - Select this option if you want to allows international customers to check out.

Shopping

The Shopping tab is where you can configure the basic settings that will affect your customer's shopping experience.

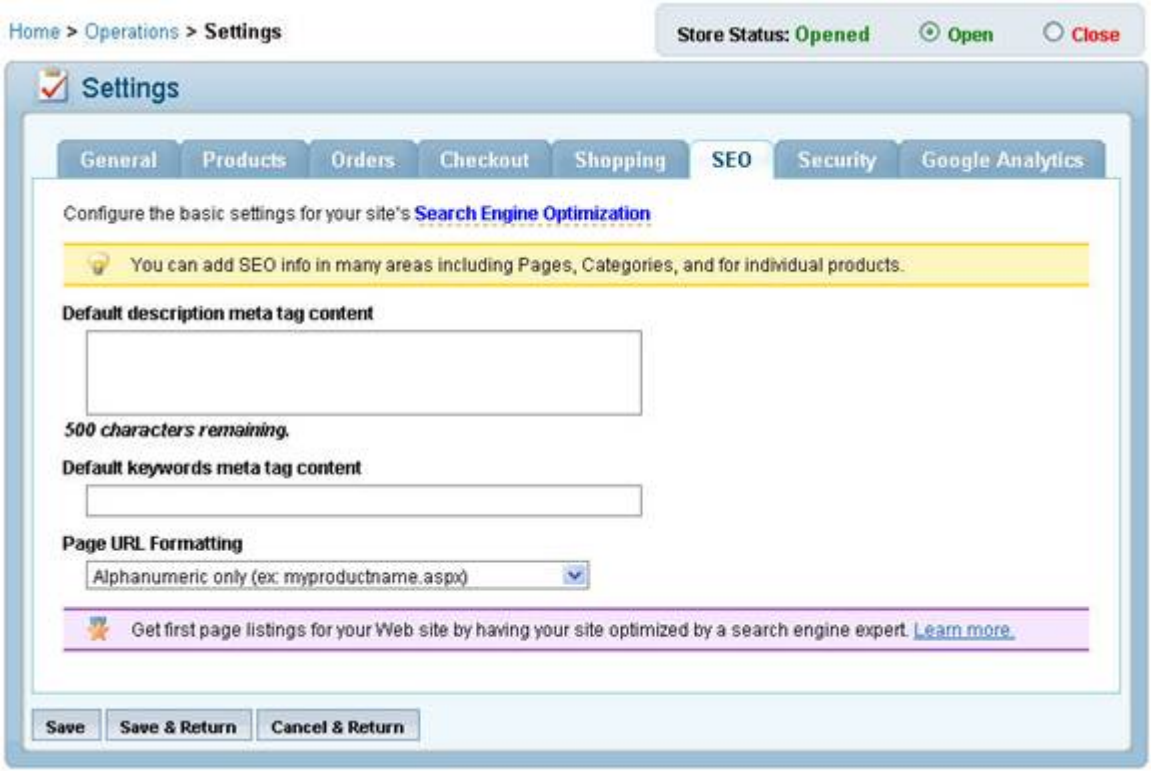


Number of days to keep abandoned shopping carts - Specify how many days you want to retain abandoned shopping carts. Shopping carts can be retained for 7.30.90, or 180 days.
Show breadcrumb navigation - Select this option if you want to display a breadcrumb trail site-wide.
Show thumbnails in the shopping cart detail page - Select this option if you want to display thumbnails in the shopping cart detail page.
Display shipping estimates in cart details - Select this option if you want to add a shipping estimator to the cart details page.
Display taxed states in cart detail - Select this option if you want to list states that will be charged tax.
Continue shopping redirect - Specify how your continue shopping redirect will function. Select an option from the drop-down menu:

- Previous Location
- Previous Category/Manufacturer Page
- Homepage

SEO

The SEO tab allows you to configure the basic settings for your site's Search Engine Optimization.

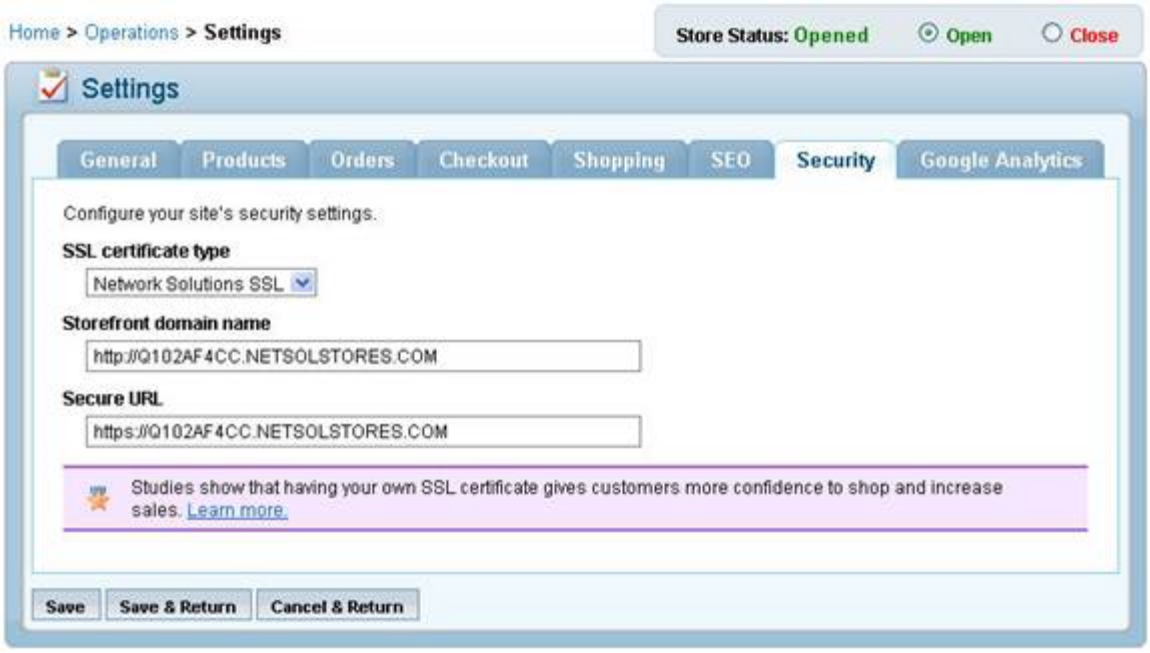


Default description meta tag content - Enter your description meta tag content.
Default keywords meta tag content - Enter your default keywords meta tag content.
Page URL Formatting - Specify how you wish your page URL formatting to function. Select an option from the drop-down menu:

- Alphanumeric only (ex:myproductname.aspx)
- Delimit words with hyphens (ex: my-product-name.aspx)

Security

The Security tab is where you configure your site's security settings.



SSL certificate type - Specify the SSL certificate type for you site. Select an option from the drop-down menu:

- Network Solutions SSL
- Your own SSL

Storefront domain name - Specify your storefront domain name.
Secure URL - Specify your secure path.

Google Analytics

Google Analytics

The Google Analytics tab is where you enable your google analytics tool using your tracking code.

Google Analytics Tracking Code - Enter Your Google Analytics Tracking Code here.
Enable Google Analytics - Select this option if you want to enable Google Analytics.

Retrieving your Google Analytics Tracking Code

When you login to your Google Analytics account to retrieve your tracking code, please note that the code you enter into the Google Analytics Tracking Code field is not the entire HTML script that Google provides.

To Retrieve your Google Analytics Code

- Login to your account at Google Analytics.

- Click on Edit button located in the Settings column of your website profile. This will open the Profile settings for your website profile.